



Children are at the heart of our mission.

Fundraising Assistant (1-year contract for maternity leave replacement, full time position.)

The Catholic Youth Organization (C.Y.O.) is seeking a dynamic, detail and results oriented Assistant to join our team as we finish a \$3M fundraising campaign to renovate and expand Camp Marydale and Camp Brébeuf.

For over 75 years the C.Y.O. has been breaking physical, behavioral and financial barriers through our inclusive camp experiences and school-based athletics programs for children in Ontario. Our uniqueness lies in our mission to give all children the right to play *together*. In 1972 our camps were the first to offer a fully integrated one-to-one program for campers with physical and behavioral special needs and today we are amongst a handful of camps that are truly inclusive.

We know that when given the chance to play and enjoy the outdoors, young leaders emerge. We're committed to providing real life opportunities for young Catholics and children of all beliefs and backgrounds to live, learn and share their faith in a positive, supportive environment. The C.Y.O has a strong tradition of reaching out to those less fortunate and creating equal opportunities for all God's children to live, work, and play together.

Description of Role:

Reporting to the Director of Development & Communications, the Assistant will play an integral role in the success of the C.Y.O.'s capital campaign, fundraising and donor stewardship programs. This position is responsible for supporting our Campaign volunteers, the Director of Development & Communications and the Executive Director, coordinating donor events, donor relations including maintaining an accurate donor database for C.Y.O. donors.

The successful candidate will be a self-starter who is very organized with a keen sense for detail, a positive, customer service-oriented attitude and strong values aligned with the C.Y.O.'s mission and values.

Key responsibilities:

- Data: building and maintaining the donor database and the prospect pipeline (data entry, pulling reports); on-going data hygiene; collecting reports from the Contact Hotline and the Cabinet volunteers
- Accurately preparing documents for donors and prospects: proposals, gift agreements, impact reports, recognition agreements, donor correspondence
- Supporting the donor recognition program: ordering and installing plaques and donor wall, ensuring all recognition is delivered as promised
- Supporting the Annual Fund program e.g. email and mail appeals, fundraising events
- Event planning and execution: e.g. cultivation and recognition events
- Scheduling: booking appointments for key staff and volunteers to meet with donors, prospects and volunteers



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- Supporting the campaign volunteers: scheduling and organizing meetings, preparing and distributing meeting packages and minutes
- Outreach and follow up with volunteers and staff re action items
- Supporting Campaign communications (website updates, promotional materials, campaign updates)
- Providing administrative support to the Executive Director and the C.Y.O. Board of Directors.

Qualifications:

- Minimum 3 years of success working in a similar role; experience in a major gift fundraising shop or a relationship-based sales organization/department an asset but not a requirement
- Excellent customer service attitude and skills; strong interpersonal skills
- Outstanding administrative skills with proven ability to keep many balls in the air
- Excellent organizational skills with attention to detail and ability to prioritize
- Very skilled in working with database programs, Donor Perfect experience an asset but not a requirement
- Advanced computer skills and proficiency with Microsoft office; experience using desktop publishing
- Successful completion of post-secondary education in a related field or equivalent work experience
- Access to a vehicle and valid driver's license
- Availability to work flexible hours as needed for meetings and events outside routine office hours, including evenings and weekends

To Apply:

Email a copy of your resume and cover letter as one document to: john.spatazzo@cyo.on.ca

Deadline: Friday February 2, 2018

We thank all candidates that apply but only qualified candidates will be contacted for an interview.