



Championing health and human rights with community-based partners to respond to the AIDS pandemic in sub-Saharan Africa.

www.stephenlewisfoundation.org

DEVELOPMENT OFFICER, MONTHLY GIVING

STATUS: Full-Time, Permanent

SALARY: \$56,483

LOCATION: Toronto, ON (Hybrid)

APPLICATION DEADLINE: November 29, 2022

WHO WE ARE

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV and AIDS. Since 2003, the SLF has funded over 2100 initiatives, partnering with more than 335 community-based organizations.

WHAT YOU WILL DO

Reporting to the Deputy Director, Annual Giving, the Development Officer, Monthly Giving, is responsible for processing and managing all aspects of monthly donor constituent and financial transaction records. Working with the Deputy Director, Annual Giving, Manager, Donor Care, and the Development Officer, Stewardship, this role will co-develop and implement a comprehensive donor relations plan for all current SLF monthly donors. The Development Officer, Monthly Giving will maximize donor engagement by maintaining the SLF's commitment to quality and excellence in all internal and external communication. In conjunction with the Manager, Donor Care, and the Donor Care Officer, critical to this role will be the management of the monthly portfolio as well as providing excellent, proactive donor care, and helping to support single gift administration.

- ✓ Ensure that all monthly gifts are processed on time and accurately; ensure monthly donor documentation is up to date and accurate
- ✓ In conjunction with the Deputy Director, Annual Giving, lead a high-touch monthly donor engagement strategy that uses telephone, email, letters, tax receipts, and notes to communicate timely gratitude to our monthly supporters;

- ✓ Working with the Development Officer, Stewardship, engage colleagues, board members, and volunteers across the Foundation in the donor appreciation process
- ✓ Working closely with the Deputy Director, Annual Giving and the Development Officer, Stewardship, execute day-to-day monthly donor engagement and stewardship activities and deliver reporting and monitoring of ongoing monthly program, tracking all details related to monthly donor stewardship in Raiser's Edge including reporting requirements and timelines
- ✓ Participate in Annual Planning process with Development Team members to identify opportunities to increase monthly donor engagement and stewardship and, working with the Development Officer, Stewardship, implement new practices for recognition
- ✓ Collaborate with internal groups for integration of fundraising activities and contribute towards flawless execution of revenue generating strategies.
- ✓ Update donor communications such as letter templates related to gift acknowledgement and thank you process to maximize donor retention; draft personal appreciation and stewardship letters for donors as directed
- ✓ Respond to and escalate donor inquiries to Deputy Director Annual Giving or Director of Development where appropriate
- ✓ Other duties related to stewardship and fundraising, as assigned.

WHAT WE LOOK FOR

- ✓ 1 to 2 years of experience in fundraising focused on annual giving or stewardship
- ✓ 1 to 2 years of experience entering constituent and donations data into Raiser's Edge from source documents
- ✓ Strong interpersonal skills
- ✓ Professional demeanor including strong sense of personal integrity and ability to maintain confidentiality
- ✓ Excellent written and verbal communication skills
- ✓ High degree of accuracy and attention to detail
- ✓ Proven ability to solve problems independently
- ✓ Ability to multitask and prioritize to ensure deliverables and deadlines are met or exceeded
- ✓ Demonstrates initiative, problem-solving, and efficient use of Foundation's resources (human, financial etc.)
- ✓ Personal commitment to the values of feminism, anti-racism, anti-colonialism, social justice, solidarity, and gender equality

WHAT WE OFFER

- ✓ 4 weeks vacation, sick and personal days
- ✓ Comprehensive benefits package (health, dental, vision)
- ✓ Competitive wages; The SLF is certified by the [Ontario Living Wage Network](#)
- ✓ Hybrid remote work schedule and flexible hours to promote employee wellbeing
- ✓ Top-up for maternity/parental leave and sick leave

HOW TO APPLY

Submit your résumé and cover letter to careers@stephenlewisfoundation.org, indicating "Development Officer, Monthly Giving" in the email subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

The Stephen Lewis Foundation is an equal opportunity employer.