



DEVELOPMENT OFFICER, GRANDMOTHERS CAMPAIGN

STATUS: Full-Time, Permanent

SALARY: \$66,280

LOCATION: Toronto, ON

APPLICATION DEADLINE: January 16, 2024

WHO WE ARE

For 20 years, the Stephen Lewis Foundation has challenged traditional power structures in international development and philanthropy by shifting resources into the hands of local communities impacted by the HIV pandemic in sub-Saharan Africa.

Committed to community-led solutions, we provide funding and allyship to local organizations who are restoring hope, reclaiming human rights, fighting injustice, and saving lives.

WHAT YOU WILL DO

Reporting to the Deputy Director, Philanthropic Partnerships, the Development Officer, Grandmothers Campaign supports and helps to grow an international movement of nearly 10,000 grandmothers and grandmothers in the SLF's Grandmothers to Grandmothers Campaign. The role is responsible for coordinating the fundraising and outreach activities of 240 grandmothers groups in Canada, Australia and the UK, as they conduct third party events and raise \$2 million annually to resource African grandmothers and the children in their care; raise awareness and amplify the voices of African grandmothers – the experts on the HIV epidemic; and build solidarity among African and Canadian grandmothers and grandmothers.

- ✓ Manage a portfolio of Grandmothers groups and provide them with support and guidance to plan and execute third-party fundraising events in alignment with the SLF brand and values
- ✓ Oversee regular communications to Grandmothers and about the Campaign, including the creation of a bi-monthly e-newsletter, promotional materials, the Campaign website and Facebook page, in order to increase engagement amongst Campaign members and encourage recruitment and awareness
- ✓ Organize and execute in-person or virtual gatherings and events for members of the Grandmothers Campaign, with the goal of increasing engagement amongst individuals and groups, while showing the overall impact of the organization on the SLF's community-based partners in sub-Saharan Africa

- ✓ Drive the expansion of the Grandmothers Campaign by recruiting new members and creating new groups by stewarding existing relationships, fostering new partnerships and driving community building that expand the work of the Campaign
- ✓ Collaborate with interdepartmental colleagues to raise awareness of the Grandmothers Campaign externally as well as internally at the SLF, through storytelling, and the creation of unique, Campaign-specific communications that include the work of African grandmothers and partners
- ✓ Work collaboratively with the Advisor to the Grandmothers to Grandmothers Campaign to develop and execute learning and experiential opportunities for members of the grandmothers to grandmothers campaign to hear directly from African grandmothers and partner organizations about their work
- ✓ Work with the team to host in-person fundraising events and campaigns, with the goal of raising \$100,000 in revenue annually for the Grandmothers Campaign, outside of the third-party fundraisers hosted by Campaign members
- ✓ Assist with the facilitation of monthly campaign meetings and campaign leader meetings, including the creation of agendas, scheduling, and follow-up
- ✓ Execute administrative duties related to fundraising (AKA Raisin), donor stewardship (RE NXT), and troubleshooting questions received via email from members of the campaign

WHAT WE LOOK FOR

- ✓ 3-4 years non-profit experience, preferably in fundraising and volunteer management
- ✓ Excellent written and oral communication skills
- ✓ 1 to 2 years of experience managing multi layered, large scale events or project management
- ✓ Experience managing volunteers or a background in community development, event management, HIV and AIDS services, or other grassroots work
- ✓ Ability to problem-solve with tact and diplomacy
- ✓ Proficiency with Excel, Word, Adobe, and PowerPoint
- ✓ Experience using WordPress, RE, and AKA Raisin an asset
- ✓ Desire to contribute to a positive and collaborative work environment while upholding feminist and anti-colonial values
- ✓ French language fluency an asset

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, Grandmothers Campaign” 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.

