

The Philanthropy Unit of The United Church of Canada is seeking an individual to fill the role of Stewardship Animator, Western Canada, on a full-time basis (35 hours/week) for a 6-month term serving the provinces of Manitoba, Saskatchewan, Alberta and British Columbia.

- Job Number: 20-9
- Opening Date: February 5, 2021
- Closing Date: February 16, 2021

Stewardship Animator, Western Canada (6 mth ft term) Philanthropy Unit

The Philanthropy Unit of The United Church of Canada is seeking an individual to fill the role of Stewardship Animator, Western Canada, on a full-time basis (35 hours/week) for a 6-month term serving the provinces of Manitoba, Saskatchewan, Alberta and British Columbia.

The General Council Office supports the mission and ministry of the communities of faith and regional councils. It is the denominational expression of The United Church of Canada, working ecumenically and in global partnership. The Philanthropy Unit is responsible for raising the wider church's annual gifts for Mission and Service, which is the main source of funding for the ongoing work of The United Church of Canada. It oversees a direct giving program and a planned and major gift program and promotes the Pre-Authorized Remittance (PAR) program. The unit also includes the church's stewardship development ministries and revenue generation support of congregations and supports The United Church of Canada Foundation.

The Stewardship Animator, as part of the Philanthropy team, provides support to Mission and Service and Congregational Stewardship for a six-month term. They exemplify and model a donor centered approach providing high-level subject matter expertise to the program and to the unit team. The work focuses on delivering the Called to Be The Church: The Journey program. They are ambassadors of the Foundation's giving, granting and investing programs. The Stewardship Animator will:

- Provide input to the continuous improvement of unit wide shared strategies, resources and approaches that maximize learning and the development of high-quality giving programs; recommend new program materials and resources for consideration.
- Contribute to the work of the portfolio (program work/meetings) regarding strategic planning, communication plans, implementation, monitoring and evaluation of programs (i.e. annual/planned giving, special appeals, revenue generation programs and stewardship education, year-round congregational stewardship development, etc.)
- Work in collaboration with the unit program managers on the effective and complete delivery and evaluation of materials and resources to assigned priority and key accounts. This may include developing and pilot testing new materials and presentations for eventual broader use as vetted unit materials
- Foster closer ties between Mission and Service and communities of faith by providing high-level consulting, resources and support for all aspects of their stewardship and giving programs, analyzing their stewardship education and giving programs to identify and provide resources, training and materials to improve these programs

- Work closely with congregations to develop stewardship leadership at the congregational level by leading high quality recruitment, training and support of congregational leadership directly and through the volunteer and consultant team
- Develop appropriate networks and positive relationships within the assigned regions, including those within the church, with allied professionals and with revenue generation professional organizations
- Raise awareness about the opportunities for annual gifts from income and planned gifts from assets through programs and presentations of the stewardship and gift network through workshops, seminars, presentations, webinars and online presentations to volunteers and staff in congregations and other courts of the church
- Maintain complete and up to the minute detailed and accurate, electronic records of all activities; Measure and evaluate impact, outcomes and changes in donations, number of donors, average gift and total revenue of participants; Prepare reports and recommendations for program participants; Regular communication with congregations, donors and prospects
- Identify new potential donors, both individual and families, to support the revenue generation goals in the area of major gifts, bequests, and other types of estate gifts as directed by the donor;
- Maintain a high level of customer service to donors and responds to inquiries, following the principles of donor-centered revenue generation

This six month term position may be nested in one or more regional council offices, or may work from a home office. In these situations, collaboration and partnership with unit staff is key. Occasional evening and weekend meetings and travel within the assigned region will be required. They are responsible for their own timetable/work schedule and regular full accountability within the Unit staff team is required. They interact with lay staff, ministers, volunteers, executive officers. Manual dexterity required to use a laptop computer and peripherals. Intermittent physical activity including sitting, standing, and lifting.

Currently due to COVID-19 employees are working both from the office at times and remotely from their homes on secure devices, and are available by email and phone during regular hours Monday to Friday.

Qualifications

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, education, experience and ability required.

- Post-secondary education, preferably in fundraising/non-profit administration/theology, or equivalent combination of education and life experience, together with 2-3 years progressive experience in fundraising, revenue generation; Experience in a congregational setting is desired
- Knowledge of Canada Revenue Agency guidelines pertaining to charitable giving and understanding of the implications for bequest and immediate major gifts for the region, and “best practices” in ethical fund-raising practice is desired
- Excellent relational and inter-personal communication skills, (both verbal and written) and presentation skills, together with respect for and experience working in a culturally diverse context. Must be comfortable interacting with people collectively and individually
- Strong database management and computer skills with various applications (Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom and other online platforms), internet and social media
- Ability to communicate Christian Stewardship as a way of life

- Strong organizational, project/time management, administrative and analytical skills, detail-oriented, with strong follow through
- Sensitivity to and skills in nurturing relationships together with a high degree of tact, diplomacy, good judgment and discretion in dealing with confidential or sensitive matters
- A motivated self-starter capable of identifying the need for and taking collaborative action and works well within a team environment
- Willingness and ability to travel within the assigned area
- Skills in volunteer management including the recruitment, training and nurturing long-term volunteer relationships is an asset
- Ability to work in French, and/or in other languages other than English would be considered an asset

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

Compensation

Salary will be based on skills and experience, within the category 7 position annual salary range of \$63,194.92 - \$84,259.86 (Lay Equivalent rate) / \$55,554.41 - \$74,071.29 (Order of Ministry rate).

How to Apply

Interested applicants are invited to submit their resume, quoting the job number to Human Resources, e-mail: careers@united-church.ca