



YMCA Calgary is actively building healthy communities – join us in creating a better Calgary

Guided by four core values of honesty, caring, respect and responsibility, YMCA Calgary develop and delivers quality programs and services that promote the health of the community and provides opportunities for all Calgarians to belong, grow, thrive and lead. Our team of staff and volunteers are committed to creating a positive impact in the community through our health and wellness programs, child care and early education programs, community outreach programs (such as Indigenous, youth at risk, and cultural integration programs), leadership programs, camp experiences, and much more.

YMCA Calgary serves the community at our eight health and wellness locations, seven child care centres, two outdoor camp locations, and 60 community outreach locations.

Join us in building healthy communities!

Position:	Annual Campaign Manager
Location:	Association Services
Salary Range:	\$40,872.00 - \$61,297.60 per year
Start Date:	Immediately

Why should you join our team?

You can make an impact in the community - locally and across the globe. You will work with a fun culture of people and enjoy many the benefits and opportunities the YMCA offers:

- Complimentary YMCA Calgary membership including a linked membership for dependent children;
- Comprehensive health and dental benefits. Premiums paid in full by the Association;
- Pension plan with specified contribution matching by the Association;
- Anniversary flex day and gifts given to celebrate each year of employment;
- Program discounts;
- Ongoing leadership development and opportunities;
- Leadership award opportunities;
- Scholarship opportunities;
- Paid recertification and training.



What qualifications/requirements are we looking for?

We strive to ensure our employees are a fit based on their strengths, interests, and future goals. The successful candidate will have the following:

- Bachelor's Degree or equivalent combination of education, training and experience from which comparable skills can be acquired;
- Three or more years of fundraising experience, specifically managing fundraising appeals and managing a portfolio of donors and prospects;
- An understanding of and dedication to ethical fundraising – keeping with YMCA Calgary's mission and values and in accordance with charitable giving standards;
- Knowledge of Canadian Revenue Agency (CRA) regulations in conjunction with a charitable organization and fundraising initiatives;
- A strong sense of professionalism while representing YMCA Calgary to external stakeholders;
- The ability to work with highly confidential information in a sensitive and professional manner;
- Demonstrated ability to take initiative - capable of balancing multiple priorities effectively, able to set objectives, monitor and track progress toward goals and effectively implement fundraising strategies;
- Highly organized team player with great attention to detail;
- Excellent communication and collaboration skills that allow you to build strong relationships with all levels of the organization and with external stakeholders;
- Experience with donor management software Raiser's Edge preferred;
- Evidence of a clear Police Information Check and Vulnerable Sector Search;
- Three professional references.

What does this role look like at YMCA Calgary?

The components of YMCA Calgary's fundraising strategy include Annual Campaign, Major Gifts for Program and Capital, Sponsorship, Endowment Fund and Planned Giving. Reporting to the Director of Fund Development, the Annual Campaign Manager oversees the annual campaign fundraising activities at five YMCA Calgary locations and Camp Chief Hector YMCA.

This position will require local travel within the city and to Camp Chief Hector YMCA in Kananaskis Country.

The Annual Campaign Manager will:

- Inspire and support a Culture of Philanthropy at YMCA Calgary;
- Manage a portfolio of annual major gift donors and prospects, developing strategies and implementing key actions to increase corporate, community and individual support;
- Collaborate with Fund Development Team to develop and implement annual fundraising appeals;
- Collaborate with Fund Development team to maintain and revise, as necessary, annual campaign messaging, including oral, print and online;
- Implement and activate stewardship plans and activities;
- Support and coach staff and volunteers to prospect, cultivate, solicit and steward donors to achieve goals ensuring fundraising best practices are implemented and Donor Bill of Rights is followed;
- Recruit, manage and support volunteer committees;
- Co-Lead Staff Annual Campaign Committee to execute annual campaign across Association;
- Co-Lead Annual Donor Appreciation Breakfast;
- Manage special event sponsorship program;
- Assist with direct mail campaign;
- Research and develop proposals for major gifts;



- Research and submit grant applications for renewal and/or new funding;
- Attend networking opportunities and functions with professional and organization partners to identify and/or cultivate donor relationships.

What qualities do we look for in YMCA Calgary Staff?

Our employees embody the YMCA values of honesty, caring, respect and responsibility. In addition, they model and are committed to the following competencies;

- Developing Self and Others: Developing people with a view toward present and future capacity.
- Building Purposeful Relationships: Relating to people authentically with their best in mind.
- Creating a Culture of Community: Gathering people to purpose and vision.
- Making Intentional Impact: Intending to make a difference every day.
- Thinking and Acting Strategically: Applying thoughts, words, and actions in service to the vision.
- Applying Business Acumen: Demonstrating excellence in technical skills and stewarding the YMCA Business Model.
- Innovating: Ability to know your environment, initiate and respond effectively to changing conditions.

YMCA Calgary is an equal opportunity employer. Applicants must have legal authorization to work in Canada by way of Canadian Citizenship, Permanent Residency or a valid Canadian work permit. YMCA Calgary is currently not engaged in international recruitment efforts as we are required to demonstrate that we have exhausted all means of recruitment both locally and nationally.

Potential candidates will only be contacted if selected for an interview.

For any concerns or questions please contact Cassandra Petrovic, Recruitment Manager,
Cassandra.Petrovic@calgary.ymca.ca.