



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Campaign Coordinator

Job ID	D8-8A-65-9E-EE-3C
Web Address	https://careers.indigenous.link/viewjob?jobname=D8-8A-65-9E-EE-3C
Company	Branksome Hall
Location	Toronto, Ontario
Date Posted	From: 2023-03-29 To: 2023-04-28
Job	Type: Full-time Category: Education
Languages	English

Description

Campaign Coordinator

Employment Terms: Full-Time, 3-Year Contract

Start Date: May 2023

An Unprecedented Campaign with Unprecedented Success

Branksome Hall is in the quiet phase of its most ambitious fundraising campaign in its history seeing unprecedented success including securing the largest gifts in its 120 years.

This campaign is a defining moment in the Branksome story, to support the next generation of creative and innovative thinkers and help them realize the role they will play as trailblazers, problem solvers, thought leaders and change makers.

We are looking for a coordinator who will be a key member of a collaborative, mutually supportive and high-performing team to build on our success and help cement Branksome's position as an exceptional, accessible and innovative leader in girls' education.

About Branksome

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires students to love learning and shape a better world. Through the unique combination of wellbeing, outstanding academics and international mindedness, Branksome Hall students and employees become impactful leaders who give back to their communities. With our values of Sense of Community, Inclusiveness, Creativity and Making a Difference as a foundation, Branksome Hall offers a strong liberal arts curriculum that develops critical thinking and inquiry skills.

What We Offer:

- An opportunity to gain valuable Campaign, Major Gifts, Annual Fund, Events and Stewardship experience leading to professional growth;
- A hybrid work environment;
- A competitive package including a comprehensive benefits package and a matching RRSP program;
- Vacation starting at three weeks with additional paid "Branksome days";
- Access to professional development opportunities and internal training opportunities;
- Access to state of the art facilities and resources to support innovation, entrepreneurship and well-being, including a fitness center and salt-water swimming pool;
- Opportunity to take part in our lunch program (taxable benefit).

Come Make Your Mark:

We are seeking an experienced Campaign Coordinator, who is passionate about working on campaign and donor engagement activities.

Reporting to the Director, Campaign and Development, the Campaign Coordinator will provide assistance to the highly collaborative Advancement team in the areas of major, planned, and annual giving, events, and donor stewardship. You will play a pivotal role in Branksome's historic campaign, supporting prospect and donor engagement leading to the success of the campaign.

Responsibilities Include but Are Not Limited To:

- Liaise with prospects and donors to schedule and coordinate development and stewardship meetings with school leaders and the Advancement team;
- Participate in donor and volunteer meetings where appropriate to take notes and track actions. Ensure notes and actions are recorded appropriately;
- Update Raiser's Edge, entering data and running standard reports and queries as required;
- Provide administration support for the annual giving and stewardship programs;
- Support major and planned giving solicitations, including supporting the preparation of campaign materials including, campaign packages, proposals, briefing notes and gift agreements;
- Provide administrative and logistical support to the planning and organization of cultivation and stewardship events;
- Prepare materials including agendas, meeting minutes, and informational packages for Campaign Cabinet and related committees;
- Prepare correspondence on behalf of the Director, Campaign and Development;
- Provide administrative support to the Director, Campaign and Development
- Liaise with Campaign volunteers and provide administrative support for their Campaign roles;
- Maintain a high-level of contact with internal and external stakeholders;
- Additional office duties and projects as assigned.

What You Bring:

- Post-secondary education/training with a minimum of 1-2 years of related experience in a fundraising office. Equivalent combinations of training and experience will be considered;
- Excellent verbal and written communications skills;
- Exemplary attention to detail;

- Strong coordination and organizational skills;
- Ability to exercise a high level of discretion, confidentiality, and professionalism;
- Experience with Raiser's Edge and proficiency in MS office applications and Google Suite;
- Knowledge of InDesign would be considered an asset.

How to Apply

Click "Apply Now"

To Apply:

To play a pivotal role within a leading educational institution, please submit your cover letter and resume. Applications will be reviewed as of April 12, 2023, and the posting will remain active until filled.

Applications will also be accepted by mail and can be sent to the address below:

Branksome Hall - Human Resources

10 Elm Avenue

Toronto, Ontario

M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position.

Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

We thank all applicants in advance; however only those selected for an interview will be contacted.

To learn more about working at Branksome Hall, please visit www.thinkerswanted.ca or visit our website at www.branksome.on.ca.