



## JOB POSTING

DATE POSTED: FEBRUARY 26, 2020  
POSTING #: 2020-11

### MANAGER, MAJOR GIFTS (CONTRACT)

#### THE COMPANY

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services, and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, great support, and access to the resources to reach their full potential.

Eva's Initiatives is an innovative organization that works locally and nationally to prevent, reduce and end youth homelessness. Eva's Initiatives operates three specialized shelter facilities, Eva's Place, Eva's Satellite and Eva's Phoenix.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

#### THE LOCATION

The Manager, Major Gifts is located at **Eva's Administrative Office**: 401 Richmond Street West, Suite 245, Toronto, ON.

#### THE POSITION

Eva's is looking for a confident and self-motivated leader to join our development team as the Manager, Major Gifts. This role is responsible for ensuring that the annual development goals of the organization are met through the major gifts pipeline and other fundraising activities. This position will take on a management role in cultivating relationships with current major gift and family foundation prospects while also identifying new prospects. The Manager, Major Gifts will be working within the close knit development team on various events and projects.

This position will report directly to the Director, Development.

## EDUCATIONAL REQUIREMENT

- An undergraduate degree, relevant diploma or equivalent work experience.
- CFRE certification or equivalent specialty certification considered an asset.

## JOB SKILLS AND ABILITIES

- People-oriented with the ability to connect and understand the interests of prospects and donors.
- Mature, self-disciplined and self-motivated with an entrepreneurial approach to their work.
- Demonstrates leadership in the department, modelling behaviours and attitudes conducive to building a healthy and positive team and work culture.
- Collegial and team-oriented with the ability to work independently and maintain professional work relationships when collaborating.
- High attention to detail coupled with strong organizational skills.
- Ability to work with a wide range of stakeholders with tact and diplomacy.
- Ability to work in a fast-paced environment and meet deadlines with a sense of urgency.
- Excellent judgment and strategic thinking, including the ability to identify and analyze issues and opportunities.
- Ability to work collaboratively with others both as a team member and as a team leader.
- The self-confidence to work independently, with the self-awareness to seek coaching, support and advice as required.
- High level of writing ability and high level of comfort with technology and its opportunities.
- Good understanding of CRA regulations.
- Strong technical abilities with databases and online platforms such as Office 365.

## QUALIFICATIONS AND EXPERIENCE

- At least two years of experience in face-to-face fundraising.
- Experience with regular usage of a donor database to update donor information, pull lists and generate reports.
- Experience working for a community-based organization and/or vulnerable populations with an anti-oppression framework is highly desired.

## APPLY

Submit a cover letter and resume in one PDF document by **5:00pm on March 11, 2020** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2020-11 Manager, Major Gifts** in the title. No phone calls, please.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's acknowledges the sacred land on which our organization stands, the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and Confederacy of the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. We are grateful to work here and we are mindful of broken covenants and the need to strive to make right with all our relations.

**Eva's Initiatives for Homeless Youth**

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