



**Ronald
McDonald
House**
Ottawa

Annual Giving Manager
(Part-Time, 3 Days per Week or Full Time)
Maternity Leave Coverage, 18 Months

Job Title	Annual Giving Manager
Department	Fundraising
Reports to	CEO
Direct Reports	N/A
Salary	\$67,000 per annum (full-time). Salary will be prorated for part-time hours.

Background:

Ronald McDonald House Ottawa operates independently and works closely with the greater Ronald McDonald House network (across Canada and globally). Our House can accommodate 36 families at a time. Our staff complement is 15, and we have 62 volunteers who help with operations.

Job Purpose:

In addition to leading three signature fundraising events, the Annual Giving Manager leads and executes year-round annual giving initiatives, including a direct mail appeal, Giving Tuesday, and a monthly giving program. Working closely with the philanthropy team, this role helps grow donor engagement, strengthen relationships, and generate sustainable revenue that enables families to stay close to their child during treatment.

Key Responsibilities:

- **Please note, the responsibilities of this role will vary depending on whether the candidate works part-time or full time.**
- Lead the planning, execution, and growth of Ronald McDonald House Ottawa's three signature fundraising events: Skifest, For the Kids Golf Tournament, and Radiothon. Oversee all aspects of event delivery, including sponsorship, logistics, volunteer coordination, committee management, budgets, stewardship, and event-day execution.
- Build and maintain strong relationships with sponsors, donors, volunteers, committees, and community partners to support the success and growth of Ronald McDonald House Ottawa fundraising initiatives.

- Lead and manage year-round annual giving programs and campaigns to engage donors and achieve fundraising goals
- Contribute to the overall success of the fundraising team by supporting donor stewardship, thank-you calls, donor recognition activities, and other fundraising initiatives, as required.
- Collaborate with the Communications Manager to develop sponsorship, donor stewardship, fundraising, and event-related materials across digital, print, social media, video, and other communication channels.
- Ensure the donor database is kept up to date, recording all new information and actions as they occur.
- Contribute to the successful implementation of Ronald McDonald House Ottawa's strategic plan, annual operating plan, and fundraising goals while working collaboratively with staff and volunteers to advance the organization's mission.

Core Competencies:

- **Communication Excellence**

The ability to convey ideas persuasively in a clear, concise manner. Excellent written, verbal, presentation, and interpersonal skills.

- **Relationship Management**

A commitment to build and maintain a positive rapport with internal and external stakeholders. Recognition of the role that donors, partners and colleagues all play in the success of Ronald McDonald House Ottawa and Ronald McDonald House Canada.

- **Leadership**

Engages and inspires others to help accomplish team and organizational goals. Maintains professionalism under pressure. Models Ronald McDonald House Ottawa core values.

Qualifications:

- Post-secondary degree or diploma in Fundraising or a related field.
- At least 3 years of progressive experience in fundraising, including specific experience in events or Annual Giving.
- Excellent writing and problem-solving skills.
- Excellent organizational and project management skills, with the ability to manage multiple priorities in a dynamic and time-sensitive environment.
- Dependable, flexible, and resourceful with excellent team and interpersonal skills.
- Proficient in Microsoft Office Suite (including PowerPoint, Excel and Word).
- Proficient in Raiser's Edge is an asset.
- Pre-employment Criminal Records Check and Child Abuse Registry Check are required.
- A valid driver's license and access to a vehicle are considered assets.

Application Process:

Applications will be accepted until **October 27th at 5pm**. If you wish to apply, please submit your resume and cover letter by email to kirsi@ronalddmcdonladhouseottawa.ca. Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. Ronald McDonald House Ottawa is committed to offering reasonable accommodations to job applicants with disabilities. If you require accessibility accommodations to participate in the

recruitment process for the above position, please state required accessibility accommodations with your email application.