

Oseredok Ukrainian Cultural and Educational Centre
Donors and Community Outreach Officer Job Description

Job Type: Full-time (Monday-Friday)

Deadline for application: 4:30 PM, Saturday, September 30, 2023.

To apply: Email a cover letter, resume and letter of reference to info@oseredok.ca

Donors and Community Outreach Officer

Reporting to the Executive Director, the Donors and Community Outreach Officer is responsible for the overall success of Oseredok's community outreach and donor stewardship programs.

Working in collaboration with the Executive Director, the Fund Development Officer and other staff and volunteers, the Donors and Community Outreach Officer will work to maximize philanthropic revenue through marketing and stewardship, thus helping to ensure long-term financial support for Oseredok. Duties include maintaining Oseredok's Membership program, Community-related marketing, Donor and Member stewardship, research and development of cultivation programs for corporate giving and major gift giving, Annual Giving and Planned Giving, and Donor/Sponsor Stewardship. This role will also oversee the overall marketing and promotion plan for fundraising, membership, and stewardship.

Key Responsibilities

- Develop and implement a donor and stewardship relations strategy that targets all levels of giving (special event, annual giving and planned giving donors).
- Develop and implement a strategy that targets Oseredok's membership and community outreach
- Research, manage and initiate direct mail and e-mail programs, including direct response letters and communications, liaising with suppliers, managing timelines, and working collaboratively with colleagues to identify relevant and impactful stories.
- Lead the development and implementation of major gift-giving identification, cultivation, solicitation and stewardship strategies.
- Track and maintain donor relations and stewardship activities in the database to enhance the relationship and increase the likelihood of continued donations.
- Enter applicable data into Donor Perfect.
- Build positive relationships with committee members, vendors, suppliers and contractors and secure all agreements and make event arrangements.
- Create and implement a system for evaluating the effectiveness of all annual fundraising programs.
- Working with other staff, assist in developing marketing materials for fundraising programs and raising awareness of Oseredok as an organization.
- Working with telecommunications and social media platforms to raise awareness of the Centre.
- Other duties as assigned.
- Some evening and weekend work may be necessary.

Qualifications

- Three years' work experience in a related role, with demonstrated experience in fundraising, marketing, event planning and customer service

- Related post-secondary degree or certificate program—Certified Fundraising Executive (CFRE) designation an asset
- Proven success in building and maintaining positive relations with a variety of stakeholders, peers and volunteers
- Proven analytical ability with strong attention to details
- Strong computer skills and demonstrated ability in using a donor database to identify and cultivate donors
- The ability to work independently and as part of a team
- The ability to manage multiple projects, stay on schedule and meet deadlines with the ability to adjust to changing priorities
- Excellent inter-personal and communication skills, both written and verbal
- Demonstrated ability to maintain confidentiality and handle sensitive information appropriately and with discretion
- The ability to problem-solve, innovate--be creative with a willingness to learn
- Appreciation and understanding of AFP Code of Ethics, Policies and Procedures and the ability to adhere to Oseredok's policies and procedures
- Pre-existing knowledge of Ukrainian culture and/or language not required, but an asset.

About Oseredok:

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.