



Œuvre des Manoirs  
Ronald McDonald  
House Charities  
Ottawa

Keeping Families Close™  
Garder les familles ensemble

## **Annual Giving Manager**

**\$62,000-70,000**

**Full-Time, 14-month Maternity Leave**

### **Ronald McDonald House Charities Ottawa (RMHC Ottawa)**

Since 1984, Ronald McDonald House Charities Ottawa (RMHC Ottawa) has provided a safe, inclusive, and compassionate place for families to call 'home'. Providing the comforts of home to out-of-town families whose children are seeking treatment at the Children's Hospital of Eastern Ontario (CHEO) allows them to focus on their child's health and removes the financial burden and the commute they would otherwise incur. RMHC Ottawa also operates two Family Rooms within the hospital, providing all families a space to rest and recover, as well as access to the comforts of home while spending long days in the hospital. These Family Rooms are used primarily by families who reside in Ottawa.

RMHC Ottawa operates independently and works closely with the greater Ronald McDonald House Charities network (across Canada and globally). Our House can currently accommodate 14 families at a time, and we are in the process of expanding to 36. Our team is growing, and this is an exciting time to join our organization. Our staff complement is 12 and we have 92 amazing volunteers who help with operations.

#### **Job Purpose:**

Reporting to the CEO, the Annual Giving Manager leads the development and implementation of specific annual fundraising activities and donor communications for RMHC Ottawa. He or she manages one team member, the Fundraising and Community Engagement Associate, oversees a number of annual giving programs and shares responsibility for the successful implementation of the strategic plan, as approved by the Board. The Annual Giving Manager position is temporary but additional permanent roles may become available.

#### **Key Responsibilities:**

- Together with the CEO and fundraising team members, help lead the strategic development and execution of an annual fundraising plan to fund ongoing operational costs for the House/Family Rooms, both in its current size and its expanded size.
- Coordinate the execution of signature fundraising events and assist with 3rd party events, liaising with committees as a main RMHC Ottawa contact.
- Coordinate all aspects of fundraising events, including logistics, promotions, auction success, committee management, budgets, insurance needs and volunteer coordination.
- Manage a portfolio of Annual Giving donors as the lead relationship manager – inclusive of thoughtful stewardship, data tracking and analysis, and strategic program growth.

- Assist with the execution of McDonald's fundraising initiatives on behalf of RMHC Ottawa, including liaising with RMHC Canada and our local owner/operators to maximize fundraising success, as needed.
- Oversee our promotional and stewardship commitments through the National Partnerships Program of RMHC Canada.
- Working with the team, develop new strategies to grow our existing donor base through Annual Giving programs. These may include acquisition strategies, direct mail, e-requests, monthly giving, etc.
- Lead and maximize potential within the RMHC Ottawa Adopt-a-Room program.
- Manage the Fundraising and Community Engagement Associate's development through regular feedback, performance goals, and evaluations. Promote a positive work environment with effective communication, conflict resolution, and mentorship.
- Work closely with stakeholders, building strong relationships, to ensure continued growth and success for the annual Radiothon. Manage all aspects of event execution.
- Work with the Communications Officer on content for stewardship and donor relations materials – for use on social media, web, in-house screens, radio, video and in print materials.
- Working with the Communications Officer, develop strategies to maintain engagement with current and past donors, current and past guest families and other stakeholders.
- Ensure the donor database is kept up to date, recording new information and actions as they occur.
- Provide accurate data when required for reporting to RMHC Global, Canada, to our Board and in communications materials.
- Contribute to the successful implementation of the Foundation's strategic plan, including the RMHC Ottawa annual operational plan and budget.
- Work cooperatively and effectively with members of the staff and volunteer teams to advance the mission in a collaborative, integrated manner.

#### **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 RMHC Ottawa and RMHC Canada.
- **Leadership**  
Engages and inspires others to help accomplish team and organizational goals. Maintains professionalism under pressure. Models the RMHC 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 Annual Giving.
- Experience managing staff and/or volunteers.
- 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 vehicle are considered assets.

- RMHC Ottawa has made the decision to implement a COVID-19 vaccination policy for all staff, volunteers, guest families, visitors, and contractors. Proof of Vaccination is required.

**Application Process:** If you wish to apply, please submit your resume and cover letter by email to [careers@rmhottawa.com](mailto:careers@rmhottawa.com). Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. RMHC 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.