



**Community Engagement Specialist  
Permanent, full-time**

Wellspring is a growing network that provides online and community-based programs that meet the emotional, practical, and physical/functional needs of people living with cancer and those who care for them.

Wellspring is seeking a fundraiser to lead its annual and leadership giving portfolios. This position is based at Wellspring Westerkirk House, 105 Wellness Way, with an opportunity to work remotely two days most weeks.

**Responsibilities**

- Lead Wellspring's Annual Giving Campaign, including the following:
  - Develop the overall strategy for the program
  - Work with Communications Department to design and produce direct mail and direct digital mail solicitations
  - Meet or exceed annual giving targets
  - Provide regular reporting on the direct mail program
  - Steward annual donors
  - Manage and grow the monthly donor program
  - Develop website content and support related marketing strategies
  - Work with Communications Department to identify new giving strategies
  
- Lead Wellspring's Leadership Giving Program, including the following:
  - Help to set and meet leadership giving (\$1,000-10,000 gift level) targets and strategy
  - Qualify, cultivate, and solicit donors
  - Build and maintain the donor pipeline, including database tracking
  - Write letters of intent and proposals; prepare packages, presentations, etc.
  - Liaise with potential donors to identify alignments and targeted approaches for support
  - Research prospective supporters, and participate in prospect identification meetings
  - Use moves management techniques to support Wellspring's comprehensive fundraising program including the major and planned giving streams
  - Steward leadership donors
  - Support cultivation and stewardship events

## **Qualifications**

- Fundraising experience
- A strong understanding of direct/digital mail strategies
- Exceptional oral and written communications skills
- Effectiveness in building, nurturing and leveraging strong relationships with donors, volunteers, staff, colleagues and other stakeholders
- Commitment to the core values, cause and communities served by Wellspring
- A University/College Degree or an equivalent combination of education and experience

Wellspring provides a competitive salary and benefits package, commensurate with level of experience and responsibility.

If you have the above qualifications and would like to support Wellspring's mission of helping individuals and families living with cancer, please apply to Eva Thurlow with cover letter and résumé at [humanresources@wellspring.ca](mailto:humanresources@wellspring.ca). No phone calls please.

Wellspring promotes diversity and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. Wellspring provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

We thank all applicants in advance for their interest in this position and Wellspring Cancer Support Foundation; however, only candidates selected for an interview will be contacted.