



## **Donor Relations Specialist - Salt and Light Catholic Media Foundation**

**Location:** Montreal, Quebec or Toronto, Ontario

1 year contract position

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### **THE ORGANIZATION**

Salt and Light Catholic Media Foundation (“Salt + Light Media”) is dedicated to being and helping others become the salt of the earth and the light of the world. Our mission is to proclaim Jesus Christ and the joy of the Gospel to the world by telling stories of hope that bring people closer to Christ and the Catholic faith through our television network, online streaming platforms, satellite radio program and the content we produce. We challenge believers to grow in the knowledge of the faith and the Catholic tradition in its many expressions. We strive to offer an invitation of all peoples, especially those on the peripheries of faith and the Church, to draw closer to the Lord and experience the community of the Church.

### **THE OPPORTUNITY**

Reporting to the Chief Operating Officer, the Donor Relations Specialist will assist and work closely with the Fundraising and Development Manager as well as others on the Development Team on day-to-day development and fundraising related activities, including stewardship activities, with our existing donor base.

### **DUTIES AND RESPONSIBILITIES**

- Act as the first point of contact for donors, subscribers, and viewers; responding to phone and email enquiries within the defined scope of the role and redirecting as appropriate.
- Working with other members of the Development Team, maintain and update donor databases, process donor gift payments, and generate tax receipts and other documents as necessary.
- Identifying relevant funding grants from private foundations and corporations, and under the supervision of the Fundraising and Development Manager, prepare and draft proposals for grant requests for funds from private foundations and corporations.
- Draft proposals and applications, and research other fundraising opportunities.
- Working with the marketing and production teams, coordinate elements for fundraising campaigns such as direct mail pieces, email and social media campaigns, and video appeals.
- Write donor profiles and briefings for Senior Management.
- Commit to a strong faith-based stewardship approach to the raising of funds.
- Participate in the development and implementation of action plans and ensure that they are updated and adapted to current events.
- Personally participate in fundraising activities, maintaining contact with donors before and after gifts are made.
- Any other related duties as assigned.

## THE IDEAL CANDIDATE

Should be highly motivated, comfortable working in a fast-paced environment with confidential information. You will have a rich knowledge of the Catholic faith and the structures of the Catholic Church, its local and global presence, and the impact of faith-based media for viewers nationally and globally. The ability to foster positive working relationships within the fundraising and marketing departments as well as with other company departments, donors, viewers, and other stakeholders. Ultimately, you will have confidence and sensitivity when approaching donor concerns and when making fundraising solicitations.

## QUALIFICATIONS

Candidates should possess the following:

- Two (2) years of relevant work experience, ideally in a non-profit, fundraising or customer service environment.
- Fully proficient in French and English.
- Completion of a University or College program in a related field, an equivalent combination of education and experience will be considered.
- Demonstrated experience providing donor-facing administrative support, including responding to a wide variety of inquiries.
- Demonstrated experience fostering positive relationships with internal and external stakeholders.
- Professional demeanor with a strong customer service orientation and effective interpersonal skills.
- Excellent oral and written communication skills, organizational skills, time management and problem-solving skills.
- Knowledge of Salesforce or other CRM software is considered an asset.

Please submit your resume in confidence to [careers@slmedia.org](mailto:careers@slmedia.org) and identify the role in the subject line. We thank all applicants but only those to be considered for an interview will be contacted.