



Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.

Donor Engagement Officer
Full-Time Permanent
Pay Scale \$18.55 to \$26.09

We are seeking a Donor Engagement Officer that will compliment the work of our development team. The Donor Engagement Officer's primary objective is to work to steward, cultivate, and identify mid-level donors.

Reports to: Senior Manager of Development

What you will do:

- Manage donor development including satisfaction, retention, and stewardship of new and existing individual donors
- Act as primary relationship manager for a portfolio of individual prospects; playing a lead role in stewardship, move-management, soliciting and closing mid-level gifts
- In collaboration with the development team, assist in implementing an individual giving monthly program for Harvest Manitoba
- Assist in implementing a planned giving program and the overall management
- Assist with supporting all new and existing donor recruitment campaigns, including face to face donor engagement
- Create, develop, and execute gift material and collateral
- Increase individual donor engagement and education by developing a signature event
- Actively seek opportunities and research new individual giving programs
- Provide responsive and prompt donor care and stewardship
- Provide individual donor tours of the warehouse while ensuring up to date information / facts
- Provide support, leadership, and guidance to Harvest volunteers in your department
- Ensure all activities and relationships are tracked in our CRM
- Complete special projects and perform other duties as assigned

Other Activities

- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met
- Assist with identifying events and initiatives where Harvest Manitoba could partner with
- Assist at our Harvest Manitoba's signature events
- Be a Harvest Brand Ambassador and share our content on social media if comfortable



About You:

- You believe in the dignity of all humans and have a caring, positive attitude.
- Provide a welcoming environment, and work to improve the experience of, and ensure the retention of our donors
- Experience in the sector of Planned Giving
- Is creative, clear, professional, and warm communicator
- Ability to effectively coordinate multiple projects, deadlines, and priorities
- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Required to have a minimum of 5 years' experience in fundraising and in individual donor retention and recruitment
- Experience in using social media as appropriate for promotion of campaigns and income generation
- Excellent computer skills and the ability to use the internet as a research tool
- Required to have a valid Class 5 driver's license with a clean driver's abstract.
- Required to pass a Criminal Record Check (CRC) & Child Abuse Registry Check (CARC).
- Commitment to the organization's vision of accessible, healthy, and sustainable food for all.

Harvest Details:

- Benefits Package (Dental Care, Extended Health Care, Life Insurance, etc.)
- RRSP Company Match Plan
- Paid Lunch Hour and Breaks
- On-Site Parking
- 8-hour Shift

**** We are open to a hybrid model of working at Harvest Manitoba.**

Application Instructions:

Apply on Indeed or send an email with your cover letter and résumé to HR@harvestmanitoba.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.