



## **JOB POSTING – Stewardship and Engagement Officer**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Canada National Office
<b>Work Location:</b>	Toronto, Canada
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring sponsorship or work permit)
<b>Target Hiring Range:</b>	CAD 55,000 – 59,000 per annum (before taxes)
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	Full-time / Permanent
<b>Application Closing Date:</b>	March 27, 2023 23:59 EDT

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

As a vital member of Right To Play's Canada National Office, the Stewardship and Engagement Officer will be responsible for building and enhancing a comprehensive stewardship program that consistently celebrates and recognizes our donors for their philanthropy and encourages engagement and retention of individual donors,



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Website: [righttoplay.com](http://righttoplay.com)



with a particular emphasis on mid-level (\$1,000 - \$9,999), major gift (\$10,000+) and legacy donors. This role is a combination of frontline fundraising and backend support, and the ideal incumbent will be comfortable on the phone building relationships with donors in addition to having solid writing skills.

While this role reports into the Senior Manager, Individual Giving, Canada, the Stewardship and Engagement Officer will work closely and collaboratively with the full development team, which includes: Individual Giving, Special Events, Corporate Partnerships, Canadian Programs, Major Gifts, and our tactical teams: Development Operations and Marketing and Communications.

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## WHAT YOU'LL DO:

### #1: Donor Stewardship and Engagement Execution (50% of Time):

- Executes and implements the Donor Service Model as it relates to mid-level, major gift, and legacy donors in collaboration with relationship managers
- Develops, implements and manages stewardship strategies, plans, and policies and mapping for mid-level and major gift donors in partnership with colleagues. Leads and prompts personalized acknowledgement of all mid-level, major gift and legacy donor pledges and gifts
- Leads and executes the development of new high-impact and bespoke donor communications materials for mid-level donors and above (annual thank you videos, impact post cards, webinars, quarterly insider updates/digest) in close collaboration with the Marketing and Communications team.
- Contributes to the evaluation and development of a mid-level, major gift, and legacy donor program in partnership with the Senior Manager, Individual Giving, and plays a leadership role in ensuring there is consistency in stewardship approaches across fundraising streams
- Participates in donor stewardship calls, acts as secondary relationship manager for key accounts and leads portfolio management for mid level giving program
- Provides support to National Director in the management of Canadian Advisory Board members as it relates to recruitment, orientation, evaluation, and taking minutes at Board meetings

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### #2: Stewardship and Impact Reporting (25% of Time):

- Leads the preparation of custom donor stewardship reports for approximately 10 to 15 high-value major gift and foundation donors
- Ideates and recommends content plans for stewardship and donor recognition communications for publications, social media, website, etc.
- Leads the development of concise seasonal updates, letters, and other donor communication tools for mid level and major gift donor audiences

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### #3: Stewardship Events and Opportunities (20% of Time):

- Plans, designs and executes meaningful donor engagement events and experiences for individual and family foundation donors (primarily cultivation and stewardship events such as quarterly salons, virtual sessions/webinars, site visits, etc)



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- Inputs into an annual stewardship donor engagement calendar of events for the CNO, and collaborates with relevant team leads to execute donor events for key stakeholder groups

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#### #4: Other Tasks as Assigned (5% of Time)

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### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary diploma or undergraduate degree; or equivalent combination of education and relevant development/fundraising experience

#### EXPERIENCE:

- 3 years in a stewardship role or similar position in a mid-sized development organization

#### COMPETENCIES/PERSONAL ATTRIBUTES:

- A high degree of self-motivation
- Excellent communication skills, both written and verbal
- Demonstrated relationship management experience
- Outstanding planning, organizational, and project management skills
- A builder mindset and sense of creativity
- A strong donor-centered philosophy and culture of gratitude in all day-to-day activities
- Understands and is able to speak confidently about topics related to international development, child development, and issues impacting Indigenous populations in Canada

#### KNOWLEDGE/SKILLS:

- Previous experience using a CRM system
- Proficiency in Microsoft Office software applications including Outlook, Excel, PowerPoint and Word

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Background in international development
- Ability to critically assess and comprehend impact reports

### WHAT YOU'LL GET:



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The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/116084-stewardship-and-engagement-officer/452559-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.



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We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

**EMPLOYEE VACCINE POLICY:**

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).