



Camp Ooch & Camp Trillium & Camp Trillium

Job Description: Manager, Database & Analytics (12 Month Contract)

About Camp Ooch & Camp Trillium

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are! Cancer changes a child's life. So does camp. And so can you. Learn more at www.ooch.org.

Overall Purpose

Camp Ooch & Camp Trillium is actively seeking a **Manager, Database & Analytics**. This Management position oversees the fundraising operations team within the larger Marcoms & Donor Experience (MDEX) team. A collaborative and analytical leader, they develop and execute process improvements, programs and policies to provide a best in class multi-stakeholder experience, overseeing core processes related to gift processing, database management, analytics and reporting. Key accountabilities include:

- a) Advance the development department's vision to grow the profile of Camp Ooch & Camp Trillium among its donors, prospects and other stakeholders to meet the organization's current and future needs;
- b) Manage fundraising administration operations, guiding policies and practices, and the team that supports these functions;
- c) Lead the development of a data & insights function to inform the fundraising program over the long term;
- d) Support the CDO and the Director of Marcoms & Donor Experience strategic, operational and budgetary planning for the MDEX group.

Reports to: Director, MarComs & Donor Experience

Location: Toronto, Ontario, Canada - 464 Bathurst St. This role is currently working remotely from home. We expect this to be a hybrid work from office/work from home role in the future.

Direct Reports:

- Development Administrator, Donor Experience
- Development Coordinator, Gift Processing.

Experience and Qualifications:

Required Criteria

- a) Post-secondary education or equivalent combination of education and work experience
- b) Minimum 3-5 years' experience as Raiser's Edge Administrator or RENxt
- c) Experience with data manipulation and importing tools including JMG and Omatic
- d) Proficient in building Raiser's Edge queries, reports and mailings
- e) Solid understanding of CRA guidelines, gift processing procedures and revenue management policies
- f) Experienced with a variety of donation management tools and email management systems such as Engaging Networks (or similar platforms)
- g) Experience working with Finance to conduct monthly reconciliation and preparing reports for yearly audit
- h) Proven experience in both fundraising operations and supporting donor-centric fundraising programs
- i) Detail oriented with strong administrative and problem-solving skills with the ability to translate vision and strategy into tactics and actions
- j) Highly motivated, proactive and persistent, understanding how to work collaboratively with individuals and teams in a fast-paced environment
- k) Demonstrated experience managing complex projects and change initiatives with excellent project management, organization, and budgeting abilities
- l) Strong administrative and problem-solving skills with the ability to translate vision and strategy into tactics and actions
- m) Ability to initiate, analyze, monitor, evaluate and alter strategic business plans
- n) Experience developing and delivering effective training to stakeholders of all learning styles
- o) Excellent proficiency in Microsoft Office (Excel, Word, PowerPoint).
- p) Highly developed oral and written communication skills with the ability to communicate to a wide array of audiences
- q) Current G Class driver's license
- r) Current police reference check with vulnerable sector screening.

Advantageous Criteria

- a) An understanding of the power of camp.
- b) Demonstrated commitment to volunteerism or volunteer sector.
- c) Experience with corporate philanthropy.

Personal/professional Characteristics

Principled person with substance and integrity, high level of emotional intelligence and maturity, intelligent and inquisitive, strategic mindset and approach, mission-driven, sense of fiscal responsibility and a demonstrated commitment to fundraising for children with special needs and exceptionalities. Exceptional coach and mentor, able to mobilize and develop talent, service-oriented and ambitious for the success of the entire team.

Particular Working Conditions

- a) In consideration of the population Ooch & Trillium serves, the incumbent is a non-smoker
- b) The position involves occasional evening and weekend commitments
- c) The position requires some physical labour in supporting events and other duties as required.

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.

Compensation & Benefits

This position offers a competitive annual salary range of \$65K - \$75K, full benefits package, vacation, and professional development.

To Apply

Please send a cover letter, resume and expected salary to careers@ooch.org with the email subject reading **2021024 – Manager, Database & Analytics**.

We will expect to commence screening applicants the week of August 3rd, 2021. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit www.ooch.org - No phone calls please.

Equal Employment Opportunity

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.