



Senior Philanthropy Officer (Annual and Major Giving)

Position Overview	
Title	Senior Philanthropy Officer (Annual and Major Giving)
Organization	Action Canada for Sexual Health and Rights
Section	Fund Development
Reporting to	Director of Communications & Fund Development
Coordinates with	Communications; Finance; Senior Management Team
Supervision	No direct reports
Location	Ottawa or remote work within Ontario
Status	Full Time, Permanent, Unionized (CUPE Local 2722-05)
Salary	\$79,146 per annum, plus benefits

Position Overview

Reporting to the Director of Communications and Fund Development, the Senior Philanthropy Officer (Annual and Major Giving) will be a key player in Action Canada's transformational fundraising plan. They will drive the development, implementation, and growth of all aspects of the Major Giving and Annual Giving program, which aims to raise \$1 million yearly. With a focus on maximizing revenue for key priorities, this role offers a unique opportunity to build meaningful relationships with prospects and donors. As part of the Communications and Fund Development team, the Senior Philanthropy Officer will also play a vital role in identifying major gift prospects and supporting their cultivation, helping to inspire significant philanthropic contributions.

Who We Are

Action Canada for Sexual Health and Rights is a progressive, pro-choice charitable organization committed to advancing and upholding sexual and reproductive rights in Canada and globally. To achieve our mission, Action Canada engages in health promotion, legal and policy advocacy, campaigns, and movement-building.

We believe in a world where every person controls their sexuality, reproduction, gender expression, and health. In our fight for sexual and reproductive rights for all, Action Canada challenges the systems that create unequal access to information, health care, and rights.

For more information, visit www.actioncanadashr.org

Job Duties and Responsibilities

Key Responsibilities and Accountabilities include, but are not limited to:

- Strategic lead in developing and executing the Annual Giving business plan including engagement, solicitation strategies for donor acquisition, lapsed donors, retention and upgrade opportunities, and developing the rollout calendar.
- Identify new and creative opportunities to enhance the Annual Giving program.
- Develop goals, forecast revenue and manage the program budget.
- Ability to track, analyze, interpret and present fundraising data to optimize strategies.
- Collaborate with the Communications team to develop a comprehensive Marketing plan and implement social media initiatives, digital solicitations, engagement campaigns and maintenance of landing and donation pages for the Annual Giving Program.
- Manage a personalized Annual Leadership Giving Program of annual gifts up to \$29,999 and maintain a portfolio of prospects for personalized solicitation activities.
- Manage a pipeline of 50-80 individual prospects and/or major donors
- Provide strategic input with the planning and execution of Annual Fund Stewardship activities.
- Collaborate with the Director of Fund Development to develop and implement a strategic annual fund plan that generates leads and identifies major and planned gifts.
- Working collaboratively with the Communications and Fund Development team, plan events in support of the Annual Fund.
- Oversee specific campaigns including Monthly Giving, Individual Giving, Major Giving \$5,000-29,999, among other initiatives.
- Manage the year-end giving campaign, lapsed donor and upgrade campaigns
- Collaborate with outside vendors on marketing materials for campaigns.
- Participate in cross-team Action Canada meetings to contribute to the development of the organization's strategies.
- Regularly report verbally and in writing to the Director of Communications and Fund Development.
- Attend Action Canada's all-staff meetings.
- Provide information and inputs to other relevant teams to support their work.
- Other duties as may be assigned by the Employer.

Qualifications

- University degree or college certificate in a field related to fundraising, or equivalent experience;
- 4-6 years of experience in leading Annual and Leadership Giving programs;
- Demonstrated experience of developing and implementing digital fundraising, direct mail and engagement strategies;

- Demonstrated history of project management with ability to set priorities and meet deadlines;
- Experience with managing a donor pipeline of 50-100;
- Experience in the nonprofit sector is a strong asset;
- Ability to work with a high degree of discretion and confidentiality regarding donor and other fundraising information;
- Excellent proofreading and editing skills with strong attention to detail;
- Superior written and strong verbal communication in English;
- Knowledge, understanding, and commitment to sexual and reproductive rights and a person's right to determine their own sexual and reproductive choices;
- Commitment to anti-racism, anti-oppression and intersectional feminist practice;
- Commitment to and demonstrated effectiveness working as part of a participatory, cross-professional team; ability to develop strong working relationships with coworkers;
- Planning, budgeting and forecasting skills;
- Ability to manipulate, analyze and manage data/gift information;
- Understanding of relevant CRA regulations, gift vehicles and their charitable tax implications;
- Advanced knowledge and operational experience with Donor CRM (experience in CiviCRM or Raisers Edge is an asset);
- Strong computer skills, including with Microsoft Office (Word and Excel skills required), online conferencing tools (Zoom), project management (Asana), and cloud-based document management (Dropbox, SharePoint);
- Ability to build queries and maintain dashboards is an asset;
- Eligible to work in Canada.

Hours, Compensation and Benefits

This is a full-time (37.5 hours per week), permanent salaried position. This is a unionized position in CUPE Local 2722-05. Salary for this position is \$79,146 per year. Action Canada also provides a generous benefits program, including extended health and dental benefits, leave allowances, and RRSP contributions. Action Canada also provides a generous benefits program, including extended health and dental benefits, leave allowances, and RRSP contributions.

Location

Action Canada's offices are based in Ottawa, Ontario. Candidates for this position may be based in Ottawa (and may work either from the office or from a remote work location, e.g. home office) or elsewhere in Ontario. All candidates must be legally able to work in Canada.

To Apply

Please submit your application using [the form on Action Canada's website](#) by **11:59pm EST on Sunday, June 28, 2026**. You will be asked to submit your **cover letter (1 page maximum), CV, and answer a few short questions**. Should you have difficulties with the application form, or should you require any accommodations or assistance, please email jobs@actioncanadashr.org.

Please ensure all application components are submitted, as incomplete applications will not be reviewed. You may submit your cover letter and CV as Word documents or PDFs, and a combined document is preferred.

Hiring Process and Timeline

Applications will be accepted until Sunday, June 28, 2026. Interviews will be held from July 6, with an ideal start date of August 4 (to be confirmed with the successful candidate).

The hiring process will include a one-hour panel interview to take place over video conference (Zoom). We will provide the interview questions by email, one hour before the interview. Candidates will be asked to provide three references, and those moving to the next round will have references checked.

Action Canada is committed to working within an anti-racism and anti-oppression framework and dismantling the white supremacy inherent to the SRHR movement. We are explicitly inviting women and gender diverse members of Black, Indigenous, and racialized communities to apply and self-identify in your cover letter. We welcome applications from people living with disabilities; please let us know if you require accommodations at any stage of the recruitment process.

We thank all applicants in advance, however, only those invited for an interview will be contacted.

We sincerely appreciate your time and interest in Action Canada.