

# MCC Job Description

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Assignment Title: **Planned Giving Associate (1-year term)**

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**Reports to:** Donor Engagement Manager

**FTE:** 0.5

**Location:** Canada- remote

**Grade:** 5

**Overtime Status:** Non-exempt

**% Travel Required:** 0%

**Resumes Accepted Until:** January 15, 2021

**Start Date:** March 1, 2021

## Withdrawn Reason

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**All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active church membership; and nonviolent peacemaking.**

**MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.**

## Synopsis

MCC is supported by a loyal but aging donor constituency who are key candidates for planned giving opportunities. Although MCC has received over a million dollars annually in estate gifts for several years, there has never been a national strategic initiative to cultivate or steward donors in this area.

Working closely with donor relations staff, and at times with Abundance Canada, this salaried part-time term position will implement MCC Canada's Legacy Giving plans on behalf of the MCC provincial offices. This includes identifying and soliciting planned giving donor prospects from the MCC donor community.

The Planned Giving Associate position reports to the Donor Engagement Manager.

This position requires the incumbent to live out embrace the Christian Faith foundation of MCC; ensuring the Christian ethos and Principles and Practices of MCC permeates their work and relationships. The incumbent will live out their faith by serving others and advancing the mission of MCC as they relate to staff, constituents, donors and others.

To apply: Please upload one document with your cover letter and resume at [www.mcccana.ca](http://www.mcccana.ca)

## Qualifications:

- Minimum three years of professional experience in a field focused on customer relations or relationship development, with preference in fundraising and/or Legacy Giving
- Post-secondary education or professional certificate degree is preferred (CFRE designation is an asset)
- Previous experience in Legacy Giving an asset
- Familiarity with Mennonite constituency preferred
- Exceptional interpersonal and relationship-building skills, with ability to build trust and nurture long-term relationships

- Strategically focused, analytical thinker who excels at organization
- Familiarity with fundraising principles and practices, with knowledge of Legacy Giving vehicles
- Proven ability and comfort with soliciting major gifts and estates from a wide range of donors
- Highly motivated self-starter who can work independently and meet deadlines and targets
- Team player, able to collaborate and support colleagues to maximize effectiveness of overall revenue development goals
- Excellent verbal and written communication skills, including ability to match communication with donor interest
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- Ability to work a flexible schedule
- Willingness to work sensitively within a diverse cultural and theological milieu
- Experience working in a donor database (Donor Perfect Online preferred)
- Police check will be required once hired
- Must be able to legally work in Canada

**Contact/Relationships:**

This position is part of the 5 person Mennonite Central Committee Canada (MCCC) donor relations team and part of a much larger network of communications, marketing and fundraising staff across Canada. The MCCC donor relations team is responsible for carrying out national fundraising and donor stewardship initiatives and for working closely with the provincial staff to support them in their fundraising and donor stewardship activities.

Working closely with the provincial donor relations staff, and at times with Abundance Canada, this position implements tested Legacy Giving strategies on behalf of the MCC provincial offices.

**Supervision:**

No supervisory responsibilities.

**Complexity/Competencies:**

**Independent Action:**

Ability to work non-standard hours occasionally required, including evenings and weekends.

**Initiative and Ingenuity:**

**Communication/Interpersonal Skills:**

- Team player, able to collaborate and support colleagues to maximize effectiveness of overall revenue development goals
- Excellent verbal and written communication skills

**Mental/Physical/Visual Demand:**

**End Result:**

This position implements a Legacy Giving program for Mennonite Central Committee Canada (MCCC).

**Major Responsibilities:**

**Tasks:**

- Ensure that the Gospel of Jesus Christ is exemplified in the performance of all job responsibilities and through personal example.

- Model non-violent peacemaking through daily interactions with staff and the public.
- Participate in a local church and gatherings, being willing to use his or her gifts within the local faith community.
- Participate in regular staff meetings and team meetings, spending time in devotions and prayer with all in attendance.
- Implement the Legacy Giving strategies outlined in MCCC's Legacy Giving Program
- With the Manager of Donor Engagement, establish measurable targets and metrics
- With support from the Database Coordinator and with input from provincial donor relations staff, identify, cultivate and solicit Legacy Giving prospects
- Produce and mail Legacy Giving letters to ensure weekly mailing targets are met
- Produce and manage Legacy Giving emails daily to ensure appropriate and timely follow up
- Manage a follow up phone call schedule to ensure daily phone call targets are met
- Manage and track donor contacts through Donor Perfect Online database, keeping up to date records at all times
- Working with the Database Coordinator develop and manage donor contact lists through Donor Perfect Online
- Work closely with provincial donor relations staff to maximize potential of current donors as major gift or Planned Giving prospects
- Provide regular updates to provincial donor relations staff on the status of actions taken and contact made with Legacy Giving prospects and donors in each province
- As part of core strategy, develop relationships with relevant professionals to market and support the program (e.g. lawyers, accountants, money managers, funeral homes, etc.)
- Maintain accurate and updated documents regarding all Legacy Giving and work with others including Abundance Canada to confirm that we have all required paperwork to acknowledge the gifts
- Alongside Abundance Canada, keep abreast of legislation pertaining to charitable giving and planned giving to ensure compliance to relevant laws and regulations regarding estate planning, tax and charitable gifts
- Serve as the point of contact for all Legacy Giving gifts coming into MCCC
- Answer inquiries about MCC from constituency and general public; communicate MCC's values, articulating the importance of MCC's criteria for workers, all of whom serve as representatives of the Mennonite and Be in Christ churches which support MCC

## **Location Description:**

### Winnipeg, MB:

Winnipeg is a city of approximately 700,000 people, located on the Red River, 108 kilometres north of the U.S. border. Being near the centre of Canada, it is a major transportation hub. The city's population is fairly diverse, representing people from many different cultures. Most of the people are English speaking with French, Filipino and Chinese being other predominant languages. There are about 65,000 First Nations people living in Winnipeg.

There are almost 50 Mennonite churches in Winnipeg, which is home to about 30,000 Mennonites. Winnipeg has two large public liberal arts universities and a Mennonite university (Canadian Mennonite University). There are also two Mennonite private high schools.

Winnipeg temperatures can range from 40°C (104°F) in summer to -45°C (-49°F) in winter, with average summer temperatures around 25.4°C (77.7°F) and average winter temperatures around -12.9°C (8.8°F). The main MCC building in Winnipeg is located at 134 Plaza Drive and houses approximately sixty staff persons who work for MCC Canada, MCC Manitoba or Ten Thousand Villages. Approximately half the building area is taken up with open landscaped offices, conference rooms, a library and a supply room. The rest of the area is used for MCC's Material Resource program and a Ten Thousand Villages gift

shop. MCC Manitoba has a second office located on Henderson Highway. This office houses approximately 14 staff who work in specific program areas in Manitoba.