



Employment Opportunity

CAMPAIGNS OFFICER **ShareLife and Development Office**

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

New Position

Level 11: \$48,833 – \$73,249

Overview:

The ShareLife and Development Office is seeking a full time Campaigns Officer to promote and market the overall mission and purpose of ShareLife to parishes, pastors, parish support staff, volunteer committees, parishioners, Catholic schools, principals, educators, students, parents, trustees and school board personnel, assisting and encouraging them to raise funds for the ShareLife campaign. In so doing, the Campaigns Officer works collaboratively with all relevant stakeholders to strengthen the ShareLife Parish Campaign and School's Campaign to achieve the established goals and objectives.

The Campaigns Officer works with the Associate Director, Major Gifts and Corporate Campaign and the Executive Director to determine parish goals with respect to the ShareLife parish campaign and with the school's administrative personnel and Parent Council's annually for the school's campaign.

Responsibilities:

Parish Campaign

- Identify and proactively contact parishes at the start of the annual ShareLife campaign to determine local campaign plans for the upcoming campaign
- Working in collaboration with the Parish Campaign Administrator help to facilitate booking speakers for parishes by encouraging the parish team to include speakers in their campaign
- Working in collaboration with the Parish Campaign Administrator help to organize and facilitate new Priest and Seminarian orientations, including arranging for agency tours/volunteer experiences, etc.
- Review results for the ShareLife parish campaign on an on-going basis and follow up with pastors and parish committees to determine strategies to increase support for the respective parish campaign
- Working in collaboration with the Parish Campaign Administrator, conduct detailed analysis of parish campaign results to identify lapsed or reduced giving donors; liaise with Associate Director, Major Gifts and Corporate Campaigns to determine action, including possible communications with these donors and/or the pastors
- Help to steward, cultivate, and upgrade major donor giving within the parishes as needed
- Prepare content for the Parish Campaign kit working in collaboration with the marketing and communications team
- Review results from the previous ShareLife campaign and propose goals for the upcoming Parish ShareLife appeal
- Support the growth of ShareLife Committees in parishes

School's Campaign

- Develop relationships with Catholic schools and School Boards administration
- and committees (such as: Directors of Education, Superintendents, Principals, Parent Councils, Student Trustee forums, Chaplaincy groups, etc.) across the archdiocese
- Promote and raise awareness of the ShareLife Campaign, its funded agencies and the needs of those served to motivate increased participation and giving by working collaboratively with the marketing and communications team; and developing strong donor centred marketing material for use within the school boards and throughout the school communities
- Oversee the launch of employee campaigns taking place throughout the Catholic District School Boards
- Oversee the launch of school based/parent & student campaigns in the Catholic District School Boards
- Work with schools to develop and implement ShareLife Campaign best practices, activities and special events that will support the ShareLife appeal
- Promote ShareLife week in schools across the archdiocese
- Conduct regular analytics to track and report on the participation and results of schools supporting ShareLife in the Archdiocese of Toronto and support growth objectives
- Maintain a recognition program for schools who participate in the campaign
- Represent and act as a liaison between schools and ShareLife and ShareLife agencies to carry out presentations and participate in meetings during the campaign
- Other duties, as required

General Requirements:

- University degree or college diploma
- Excellent communication, interpersonal, presentation, and analytical skills
- An understanding of Catholicism, the Catholic Church (parish and archdiocesan structures and values) and the Catholic education system
- A mature and enthusiastic self-starter with a strong sense of initiative able to motivate and organize others to support a common goal
- Strong planning and project management skills
- Ability to work both independently and as a productive team member
- Advanced Knowledge of Microsoft Office (Word, Excel, PowerPoint, Publisher) & CRM systems
- Experience working in a not-for-profit organization in a fundraising role would be an asset
- French language skills would be an asset
- The ability to drive with a valid driver's licence and access to a vehicle for travel throughout the archdiocese is preferred
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-11** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **July 21, 2025**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.