

Position Title: Fundraising Coordinator  
Location: Work at Home Setting  
Reports to: Director, Operations & Engagement  
Status: Full Time – Contract  
Term: 6 months (parental leave) – may be extended  
Salary: \$56,000 – \$60,000

## **Job Summary**

Fundraising is a key source of revenue to support projects, campaign and help the organization achieve its mission and objectives. Reporting to the Director, Operations & Engagement, the Fundraising Coordinator is a key player in the charity's fundraising activities, communications and marketing. The Fundraising Coordinator performs the strategic development function which drives its fundraising efforts to secure the resources needed to advance the organization's work.

## **Duties and Responsibilities**

- Manage, support and develop innovative fundraising strategies, some which will be event-based e.g. conference booth
- Contribute to proposal or applications for funding
- Develop and manage efforts to identify, solicit, communicate and renew annual donors
- In collaboration with Director, prepare PPT presentations to donors
- Assist in developing and broadening corporate and individual support through communications and campaigns
- Develop and coordinate web-based fundraising including social media
- Track, maintain and update the fundraising information
- Support fundraising and communication strategic plans to guide fundraising activities and revenue generation
- Work in conjunction with the fundraising team to gain a solid understanding of donor revenue streams

## **Communications**

- Work with the Director to raise the image and profile of the charity
- In collaboration with field communications officers, develop and post stories, collect pictures and articles that will raise awareness of CDF's work, demonstrate donation impact, promotes campaigns etc. for posting on CDF Canada's website, social media platforms and annual fundraising Impact Report.

## **Administration**

- Assist in the preparation of fundraising reports
- Maintaining the fundraising database and documents
- Write and design fundraising materials
- Contribute to preparation of quarterly donor communications (newsletter)
- Write appeals and inspiring (donation) emails in collaboration with other team members
- Prepare and update web site content as related to fundraising and engagement activities

## **Other**

- Keep abreast of fundraising practices and legislation, ensuring compliance with the Charities Act
- Support Director with ad hoc tasks

## **Education**

- Post-secondary certification in Fundraising Management or related field
- Relevant bachelor's degree considered an asset

## **Knowledge and Experience**

- Three (3) years in a not-for-profit fundraising/engagement role with a demonstrated track record of contributing to meeting fundraising goals
- Familiarity with a database system, preferably Donor Perfect
- Experience in charity fundraising and grant applications
- Experience developing and using a wide range of communication methods including website & social media
- Strong computer skills including Word, Excel, PowerPoint and Outlook
- Strong organization and time management skills
- Exceptional, authentic, and persuasive communicator, orally and in writing
- Highly skilled in organizing resources and establishing priorities
- Experience in the non-profit sector or in a similar role will be helpful. Good administration skills
- Data base management skills an asset

## **Skills/Personal Attributes**

- Passionate about the work of the organization and excited to help secure new donors
- Energized by the creative challenge of impact storytelling to engage and motivate current and new donors
- Resourceful, innovative, optimistic, achievement-oriented
- Highly organized and adept at managing tasks from concept through implementation
- A strong multi-tasker, able to self-manage time and workflow to maximize efficiency
- An individual with an eye for aesthetics and meticulous attention to detail in reviewing and creating content and materials
- Comfortable with ambiguity and able to provide logical next steps towards action items
- Ability to plan and manage own time and workload
- Excellent communication skills (flexible, clear, concise)
- Ability to work as part of a team and on own initiative

If you thrive on relationship building, want to be part of a dynamic team and passionate about making a difference, you will want to apply to this position in our international development environment!

**TO APPLY BY AUGUST 19, 2022 DEADLINE, CLICK ON LINK BELOW**

<https://cdfcanada-coop.hiringplatform.ca/processes/81026-fundraising-coordinator?locale=en>

**Only candidates shortlisted for interview will be contacted!**

**CDF Canada is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.**