

JOB DESCRIPTION

Job Title

Fund Development Coordinator

Position Summary

Reporting to the Executive Director, the Fund Development Coordinator is responsible for the effective development and implementation of the Howe Sound Women's Centre Society's (HSWC) fund development and community engagement strategy and initiatives. Duties for this role include the identification, planning and execution of new and existing fundraising and awareness opportunities in all areas of community engagement, including grant writing and reporting, donor cultivation and stewardship, corporate and foundation partnership development, event management, marketing, and communications.

Key Duties and Responsibilities

Fundraising

- Working with the Executive Director and HSWC's fundraising consultants, develop a comprehensive fund development plan aimed at increasing revenue from individuals, corporations and foundations across the Sea to Sky Corridor
- Establish stewardship activities to engage donors in HSWC's work and enhance donor loyalty
- Prepare and deliver fundraising presentations to donors, funders and community members as required
- Assist with the planning, coordination and implementation of HSWC fundraising events
- Develop and execute an effective partnership program to cultivate and maintain long-term event sponsors and strategic partners
- Leverage marketing, communications and public relations channels to effectively recognize partners, funders, donors and event participants
- Work with the Executive Administrator to maintain a comprehensive donor database and recognition process and ensure the database is leveraged to its full potential

Grant Writing and Reporting

- Seek, prepare and submit grant applications and supporting documents for current and new grant opportunities as directed
- Cultivate and maintain positive working relationships with grant funders
- Ensure funders are recognized through HSWC marketing, communications and public relations channels
- Liaise with program coordinators to ensure funding deliverables are achieved
- Ensure compliance with and complete all grant reporting requirements
- Effectively maintain grant database inclusive of funding history, application and reporting deadlines

Marketing, Communications and Public Relations

- Develop and execute a comprehensive content marketing strategy to increase community awareness, engagement and participation in HSWC fundraising events, fundraising campaigns, program delivery, and advocacy efforts as directed
- Write and procure marketing content to effectively leverage website content, blog, e-newsletter, social media channels, and public relations in collaboration with the Executive Director
- Schedule and maintain all aspects of social media donor recognition in collaboration with Executive Administrator and aligned with donors wishes and HSWC's stewardship matrix

Administration

- Complete bi-weekly reports for Executive Director and monthly reports for the Board of Directors
- Prepare, update, track, monitor, and file all community engagement and fundraising efforts
- Prepare project management outline for all fundraising events and activities
- Complete forms and adhere to processes as outlined in HSWC's HR Policies and Procedures Manual
- Attend staff meetings and/or trainings made available through HSWC
- Assume other tasks and duties as directed by the Executive Director

Skills & Experience

Experience

- Post-secondary education in fundraising or marketing and communications or related disciplines, or an equivalent combination of education and experience
- 3-5 years non-profit fundraising experience
- Knowledge of current federal, provincial and municipal policies and regulations governing charitable organizations
- Experience with planning and executing successful fundraising events
- Experience recruiting and managing volunteers
- Computer proficiency in Microsoft Office, basic understanding of web and graphic design software.
- Valid BC Class 5 driver's license and access to a reliable vehicle

Skills

- Strong fundraising skills with a focus on individual and major giving
- Ability to achieve results while maintaining and building effective relationships
- Ability to handle flexible working hours, with occasional evening and weekend work when required
- Ability to work independently and as part of a team
- Able to resolve problems quickly and effectively
- Ability to focus on delivery of targets and goals
- A passion to make a difference in the lives of women and children in our communities.
- An understanding of systemic discrimination facing women and the dynamics of violence against women