



# Women's Crisis Services of Waterloo Region

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## Job Posting

**Position:** One (1) Part time Communications and Fund Development Assistant  
**Location:** Anselma House in Kitchener  
**Hours of Work:** 30 hours per week, 9 am – 5 pm (4 days per week)  
**Start Date:** September 2020  
**Pay Rate:** \$22.92 per hour

### The Position

As the Communications and Fund Development Assistant, you will support the Communications and Fund Development team in bringing Women's Crisis Services' mission to life through our communication channels. Our ideal candidate loves to connect with people and wants to make a difference. You have strong writing skills, keep on top of social media trends and you are passionate about ending violence against women. You are driven to grow our loyal and engaged community supporters. You are excited about motivating volunteers and coordinating fundraising events.

This is a non-bargaining position of confidence and trust, reporting directly to the Communications and Fund Development Manager.

### The Organization

Women's Crisis Services of Waterloo Region provides emergency shelter and outreach services to women and children experiencing domestic violence. We operate 2 shelters (Anselma House in Kitchener and Haven House in Cambridge) as well as a regional outreach program. Our facilities operate on a 24/7 basis. We believe everyone deserves to live a life free from abuse.

### What We Offer

- Dynamic workplace culture with a strong sense of team and team-based learning
- Opportunity to expand and develop your skills
- Leadership Development Program available for staff
- Competitive wages

## Requirements

### Education & Experience

- Minimum 2 years of experience in a communications or fund development role, preferably in a not-for-profit or public relations setting.
- University degree, college diploma and/or post-diploma in fundraising, marketing communications, event management or related program.
- Minimum 2 years of experience in preparing, editing and publishing various communications for media, website and/or social media.
- 1-2 years fundraising experience.
- Sound knowledge of finance practices such as bank deposits, general ledger, balance reporting.



## Skills

- Ability to draft, proofread and edit creative content for web, newsletters and social media.
- Superior organizational and time management skills; ability to multitask and meet deadlines.
- Superior accuracy and attention to detail.
- Demonstrated computer proficiency and ability to learn new programs in a timely manner.
- Solid and effective interpersonal and communication skills (including oral, written and visual).
- Ability to work independently with little supervision, be self-directed and take initiative.
- Ability to establish and maintain effective working relationships internally and externally with staff, management, volunteers, suppliers, community partners and external stakeholders.
- High level of professionalism and ability to manage smooth event logistics under pressure.
- Must have working knowledge of Microsoft Word, Power Point, and Excel.
- Graphic design experience is an asset.
- Knowledge of Donor Perfect is an asset.
- Must be available to work flexible hours (i.e. some evenings and weekends).
- Valid driver's license, valid insurance and reliable vehicle.

## Responsibilities

### Communications

- Manage agency social media channels, producing creative and engaging content. Use social media to achieve overarching goals of enhancing public awareness of domestic violence, share stories and information from within the agency to build community connections, and provide messages of hope, positivity and inspiration.
- Use Canva to design social media posts for Twitter and Facebook, using correct dimensions.
- Take photos at agency events, staff gatherings and within the shelters (while respecting client safety and privacy) to use for social media and other communications materials.
- Assist with the implementation and promotion of various communications campaigns, such as the Wrapped in Courage and #ShelsYourNeighbour campaigns, as well as the promotion of signature agency events, "Voices Empower" and "Hats Off to Mom!"
- Assist with other agency communications and public awareness campaigns as needed.
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Communications & Fund Development Manager.
- Provide backup coverage/support for the Executive Assistant.

### Fundraising

- Process donations, prepare thank you letters and other correspondence with donors.
- Update thank you letters to match the campaign or event that the donation is in response to.
- Maintain donor files for foundations, corporations and individuals in Donor Perfect. Ensure contact information is up-to-date and notes are added regarding donor touch points.
- Continually input and update database records. Run monthly search for duplicates and merge.
- Create monthly fundraising reports and other database reports as needed.
- Conduct preliminary research on prospective corporate, foundation and individual donors including supporting the completion of grant applications.
- Coordinate production and mailing of spring and holiday appeal letters.
- Send appropriate documentation to donors for tax receipts and answer donor questions.
- Coordinate, track and manage third party events.



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- Schedule and engage in donor thank you calls.
- Assist with event management including engage in silent auction solicitation, coordinating with event volunteer committee, maintain guest lists, gather and prepare registration materials.

### **How to Apply**

Please submit cover letter and resume by Friday, July 31<sup>st</sup>, 2020 to:

**Joyce Birnstihl**

*Human Resources Manager*

700 Heritage Drive

Kitchener, ON N2A3N9

[joyce.birnstihl@wswr.org](mailto:joyce.birnstihl@wswr.org)

**We are an equal opportunity employer.**

Only those applicants selected for an interview will be contacted.