Fund Development Coordinator
One-year contract, part-time position

The Position
We are looking for a motivated, part-time (22.5 hours / week) Fund Development Coordinator who is highly efficient and detail-oriented.

Position Overview
The Fund Development Coordinator is responsible for providing confidential administrative support to the Communications and Fund Development Manager and the executive team. This involves participating in fundraising activities including donor relations, agency communications, and appeals as required. 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 safe shelter and support services to women and children experiencing domestic violence. We operate two emergency shelters (Anselma House in Kitchener and Haven House in Cambridge) as well as a regional outreach program.

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

Pay Rate: $22.47 per hour plus 4% in lieu of benefits

Requirements

Education & Experience
- Three years of experience in an administrative or fundraising position in a non-profit setting.
- Post-secondary education in a related field.
- Proven understanding of project coordination and fundraising.
- Sound knowledge of finance practices such as bank deposits, general ledger, balance reporting.
- Valid driver’s license, valid insurance and reliable vehicle.
- Must be available to work flexible hours (some evenings and weekends).

Skills
- Superior organizational and time management skills; ability to multitask and meet deadlines.
- Superior accuracy and attention to detail.
- Must have knowledge of Microsoft Word, PowerPoint, and Excel.
- Experience using computer systems for data management (Donor Perfect) is an asset.
- Grant management experience is an asset.
- 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 difficult situations under pressure.

Responsibilities

- Assist in the preparation and tracking of grant applications. Conduct preliminary research on prospective corporate, foundation, and individual donors, including supporting the completion of grant applications.
- Process monthly donations. Prepare and send thank you letters and coordinate Monthly Donor stewardship activities.
- Coordinate Leadership Giving program. Assist with setting up calls, arranging appointments, tracking, and scheduling in Donor Perfect.
- Responsible for monitoring the fundraising email and responding to donor questions.
- Process in-kind donations.
- Complete donor thank you calls.
- Ensure thank you letters are continually updated and reflect appropriate campaign, event, etc.
- 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.
- Assist with direct mail campaigns as needed.
- Other duties as assigned by the Communications and Fund Development Manager.

How to Apply

Please submit cover letter and resume to:

Joyce Birnstihl
Human Resources Manager
700 Heritage Drive
Kitchener, ON N2A3N9
joyce.birnstihl@wcswr.org

Women’s Crisis Services of Waterloo Region welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

“We are an equal opportunity employer and welcome applicants representative of our diverse community”

Only those applicants selected for an interview will be contacted.