

## Fund Development Coordinator

Temporary-Full Time - One-year contract

### The Position

We are looking for a highly efficient, detail-oriented Fund Development Coordinator who is skilled in relationship building.

#### Position Overview

The Fund Development Coordinator will support and cultivate the development, stewardship and engagement of donors. In addition, they will set up calls, answer donor questions, and provide support to the Communications and Fund Development team with donation processing, tracking, and database reporting. 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 empowers women and children to move beyond violence by providing 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 or team-based learning
- Caring, supportive work environment
- Opportunity to expand and develop your social work skills
- Onsite and offsite professional development
- Opportunities to participate in various workshops to further develop skills and knowledge on how to better support women and children
- Workplace Wellness Incentives
- Leadership Development Program available for staff
- Competitive wages

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

### Requirements

#### Education & Experience

- Must have 3 years fundraising, sales or relevant administrative experience.
- Post-secondary education in a related field.
- Proven understanding of relationship building, fundraising and project coordination.
- 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.
- Able to demonstrate a high level of critical thinking with the ability to connect the donor to the organization in an impactful, meaningful way.
- Superior interpersonal skills; understands the importance of fundraising and stewardship.
- Results-oriented with proven ability to meet and exceed goals.
- Able to build new relationships with prospects, donors and volunteers.
- Proficient in computer skills, including Microsoft Office (Outlook, Word, Excel) and ability to learn new programs in a timely manner.
- Experience using computer systems for data management (Donor Perfect) is an asset.
- Experience writing and submitting grant applications is an asset.
- Solid and effective interpersonal and communication skills (including oral, written and visual).
- Flexible, adjusting to new tactics and strategies as they emerge.
- Ability to work independently with little supervision, be self-directed and take initiative.
- Ability to establish and maintain relationships internally and externally with donors, staff, management, volunteers, suppliers, community partners and external stakeholders.
- High level of professionalism and ability to manage difficult situations under pressure.

## Responsibilities

- Serves as point of contact for donors, prospective donors and fundraising volunteers, sets up calls and coordinates stewardship activities.
- Assists in the preparation, tracking and submission of grant applications. Conducts research on prospective corporate, foundation, and individual donors, including supporting the completion of grant applications.
- Processes monthly donations. Prepares and sends thank you letters and coordinates Monthly Donor stewardship activities.
- Coordinates Leadership Giving program. Assists with calls, arranging appointments, tracking and scheduling touch points in Donor Perfect.
- Responsible for monitoring the fundraising email and responding to donor inquiries.
- Processes in-kind and monetary donations, maintains and organizes documentation and reports.
- Ensures thank you letters are continually updated and reflect appropriate campaign, event, etc.
- Maintains donor files for foundations, corporations and individuals in Donor Perfect. Ensures contact information is up-to-date and continually updates file regarding donor touch points.
- Continually inputs and updates database records. Runs monthly search for duplicates and merges files as needed.
- Creates monthly fundraising reports and other database reports as needed. Reports on trends and areas of growth including future opportunities.
- Assists with direct mail campaigns as needed.
- Assists with 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@wcsvr.org](mailto:joyce.birnstihl@wcsvr.org)

If you require an accommodation under the Ontario Human Rights Code in order to participate in the recruitment process, please contact Joyce Birnstihl.

*Women's Crisis Services of Waterloo Region is committed to having a staff composition that reflects the cultural diversity of our community and the diverse population we serve with respect to age, gender, women with disabilities and people with lived experience, including individuals who identify as African Canadian, Indigenous, People of Colour, and LGBTQ2S.*

**Only those applicants selected for an interview will be contacted.**