



JOB DESCRIPTION

POSITION TITLE: Fund Development & Donor Relations Coordinator

REPORTS TO: Director of Fund Development and Stewardship

POSITION SUMMARY:

This position assists in achieving the strategic priorities along with the short-term and long-term fund-raising goals of the Stratford Perth Hospice Foundation (SPHF). The SPHF supports the ongoing operational funding needs of Rotary Hospice Stratford Perth (RHSP), an operation of Hospice Care Avon Maitland (HCAM).

This collaborative role works closely with the Director of Fund Development and Stewardship, the Board of Directors and Fundraising Committee(s) to achieve the fundraising objectives of the organization. Coordinates the meaningful stewardship of relationships with donors, sponsors, prospects, foundations, and community organizations. This position is responsible for supporting and assisting with the development of annual giving, direct mail campaigns, special events, communication with donors, upkeep of donor files and records, workplans, reports and correspondence.

ESSENTIAL FUNCTIONS

- Assists Director of Fund Development and Stewardship in the development and management of programs to achieve fundraising targets, including but not limited to: annual and memorial giving, direct mail, major gifts and foundation grant applications
- Assists in developing and maintaining new initiatives to grow revenue and brand exposure
- Works closely with Fundraising Committees in support of existing signature events and implementation of new events, as appropriate
- Supports, promotes and grows third-party events in accordance with SPHF's program
- In collaboration with the Coordinator of Volunteers, coordinates event volunteers
- Develops and maintains donor recognition activities and where applicable, looks for new ways to engage and educate
- Supports the development of communications content and collaterals to support fundraising and community activities (website; social media; electronic and print communications; video, etc.)
- Acts as a well-informed ambassador for SPHF at internal and external presentations, donor meetings, and recognition & community events
- Updates and maintains relevant relationship details in SPHF's database, and produces reports as required
- Coordinate and, as necessary, provide back up support for processing donations, thank you correspondence and receipting
- Provide monthly status report, as required

- Provide vacation coverage for Director of Fund Development and Stewardship
- Ensure compliance with all legislation concerning taxation and professional fundraising ethics
- Other related duties as assigned

JOB SPECIFICATIONS

EXPERIENCE AND KNOWLEDGE:

- A post-secondary degree is preferred
- 3+ years in fundraising, event coordination and/or marketing in a non-profit organization
- Excellent communication skills
- A proactive, hands-on strategic thinker
- Ability to communicate collaboratively and work independently in articulating and driving new initiatives or enhancing existing programs
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Positive, enthusiastic, and collaborative attitude
- Computer literacy, including proficiency working with a fundraising database management tool and Microsoft Office 365
- Strong familiarity with Perth County communities

EDUCATION:

- Post-secondary education in Fund Development or related university degree and/or college certificate
- Certified Fundraising Executive (CFRE) designation is an asset

WORKING CONDITIONS:

- Successful completion of Police Vulnerable Sector Check and two-step Tuberculosis TB test, along with being fully vaccinated for Covid-19 and annual flu
- 37.5-hour work week Monday to Friday with some evening and weekend work related to the position as well as attendance at community events
- A vehicle is required to be able to fulfill the requirements of this position, including a minimum of \$1 million automobile insurance policy regarding public liability and property damage. Proof of insurance to be provided
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission, Vision and Values of HCAM and SPHF

PEOPLE SKILLS AND COMPETENCIES:

- Donor centred attitude and enthusiasm for fund development and stewardship
- Exceptional written and verbal communication skills including presentations
- Creative, self-starting, highly organized and ability to manage multiple priorities
- Excellent interpersonal, public relations and networking skills
- Enjoys working in a fast paced and collaborative team environment
- Time management skills and effectively working to deadlines