



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 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.
- Ensures goals and objectives are developed and executed in alignment with the vision, mission, values and strategic priorities of Rotary Hospice Stratford Perth.
- Planning, executing, and evaluating fundraising events and activities, including supervising and scheduling volunteer and staff support; this includes planning and coordinating fundraising events, donor appreciation events and supporting third party fundraising events, as needed.
- Establishing and maintaining relationships with community networks such as venues, vendors, entertainment, etc.
- Assisting in cultivating new prospects and engaging existing donors and partners through developing and implementing comprehensive engagement strategies
- Developing, prospecting, and maintaining sponsorship relationships for Rotary Hospice Stratford Perth
- Assist with other donor events and recognition, E.G., open houses, presentations.
- Supports in the achievement of annual fundraising targets.
- Preparing and implementing campaigns such as a program for Giving Tuesday campaign & Direct Mailing/newsletters etc.
- Developing and maintaining monthly donor program
- Coordinate and, as necessary, provide back up support for processing donations, thank you correspondence and receipting.
- Securing in-kind gifts/prizes
- Researching grant opportunities, collaborates on funding requests and assists with tracking and recognition requirements.
- In collaboration with the Coordinator of Volunteers assist in recruiting, onboarding, and scheduling volunteers for all fund development events and initiatives.
- Provide input, back-up and support to all events, and campaigns.

- Other 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 manage 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 strong recommendation for Covid-19 and annual flu vaccinations.
- 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