

Start Me Up Niagara Fundraising Coordinator Job Posting

Type of Position: Part-Time temporary

Length of Term: 1 year

Wage: \$24 - \$25/hr with benefits

Reports to: Executive Director



Position Summary:

As Fundraising Coordinator you will foster and model the mission, vision, and values of Start Me Up Niagara as they apply to the wraparound supports provided by the agency. This position has a variety of responsibilities. The job description outlined below is intended to be a guideline for the many tasks that this position entails and may be reasonably modified as program needs change.

Responsibilities

The Fundraising Coordinator supports the management team of Start Me Up Niagara in establishing a fundraising and donor engagement plan for existing and future agency programs. The Fundraising Coordinator is also responsible for the Donor Management System, public relations and community outreach also oversees the Social Media platforms and media communications strategy of the agency.

- Build relationships with exiting and potential donors and sponsors and execute successful outcomes for each.
- Research grant proposals that fund agency programs as determined by grant guidelines and work closely with the management team to apply for grants that allow services to continue with the changing needs of our community and work with the management team to understand initiatives to create fundraising opportunities and proposals that inspire support of the community
- Build strong relationships and a network of potential donors or sponsors, which will also involve handling corporate and community partnership-related inquiries
- Lead and participate in community fundraising events (internal and external)
Provide logistical and administrative support for fundraising events, develop timelines, manage and execute tasks to support the delivery of fundraising events.
- Create and execute social media and awareness-raising campaigns, write, edit or commission content in newsletters, annual reports, websites, online social channels, brochures, fact sheets and press releases.
- Other duties as required

Requirements

- Proven experience as in fundraising and/or donor management
- Experience/knowledge in Bookkeeping or similar role considered an asset
- Knowledge of accounting principles and practices particularly in a not-for-profit environment
- Ability to multi-task and shift priorities
- Strong attention to detail and accuracy
- Excellent analytical and problem-solving skills
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Strong communication and interpersonal skills
- High degree of integrity and professionalism
- Post-secondary education in Event Planning, Communication and Media Studies, Fundraising Management and/or Donor Management
- AFP is not required but is considered an asset

- Evening and weekend work may be required

Accommodation

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

How to Apply:

Applicants are invited to email a cover letter and resume with the subject line "Fundraising Coordinator".

SMUN is an equal opportunity Employer. In compliance with AODA, this job posting is available in alternate format upon request. To request disability accommodation, please contact Start Me Up Niagara via telephone at 905 984 5310 ext 107.

We thank all candidates for their interest. Due to volume only those selected to interview will be contacted.