



Fund Development Project Coordinator – pending funding

A 12-month contract position from April 1, 2021 to March 31, 2022

About the Grand River Council on Aging:

The Grand River Council on Aging is a registered charitable non-profit organization dedicated to encouraging an “age-friendly community” for all residents “from 5 to 105”. An age-friendly community optimizes opportunities for health, participation and security in order to enhance quality of life as people age. The GRCOA is committed to educating the community about and advancing research of the issues faced by aged persons, while supporting the social participation and inclusion of seniors for successful and healthy aging.

We are seeking a dynamic, dedicated and passionate Fund Development Project Coordinator.

Job Summary:

The Fund Development Project Coordinator will play an essential role in the implementation of the GRCOA’s “Financial Sustainability Campaign”. This one-year contract position, pending funding, will research, develop, and implement four identified revenue generating initiatives to ensure ongoing and sustainable funding sources for the organization.

The successful candidate will be an energetic, responsible, well organized self-starter who sets goals and works hard to achieve them. You have demonstrated success in assisting other non-profits to become financially sustainable. You have excellent time management and project planning skills. You welcome opportunities to work collaboratively with others, also enjoying tasks where you can work independently with minimal supervision. You are an ethical leader employing value-based decision-making techniques.

Key Responsibilities:

Reporting to the GRCOA Board of Directors, the Fund Development Project Coordinator will develop and implement the GRCOA’s new “Financial Sustainability Campaign”, consisting of the following four initiatives:

- the GRCOA “Membership Framework” to include a membership structure, a strategic plan for membership specific benefits, marketing materials and policies and procedures.
- an “On-Line Ad Marketing” campaign, utilizing the success of the GRCOA website, to include the creation of marketing materials, procedures, and community outreach initiatives.
- a “Sponsorship Program” that reaches out to local corporations and organizations to support the ongoing activities of the GRCOA, including the creation of marketing materials, policies and procedures related to sponsor solicitation, data management, and recognition.
- a “Crowd Funding” initiative to better utilize the capacity of the GRCOA website and social media to articulate the impact of the GRCOA and generate online donations with marketing materials, donor recognition and donor retention procedures.

The Fund Development Project Coordinator will:

- Create a “branded”, coordinated annual Marketing Plan to design and create promotional materials to cohesively promote and support the new and existing initiatives.
- Establish the appropriate technological website enhancement support required, and research, purchase and install the software platforms to support each of the new fund-raising initiatives.
- Develop and implement appropriate policies, procedures, and report documents to ensure an ongoing review, strategic planning, and action process for the years to come.
- Engage a Volunteer Coordinator to develop training materials, recruit, and train seniors to support the “Financial Sustainability Campaign” and take part in planning and facilitating new and virtual methods of creating educational and participative programs developed by the GRCOA.

Qualifications and Experience:

- University or College degree/diploma preferred.
- Demonstrated experience in developing strategic plans and financial sustainability.
- Demonstrated track record with 3+ years’ experience in fundraising and donor relations preferred.
- Experience with digital marketing (social media and website content management).
- Experience in and understanding of charitable tax receipting regulations and government compliance an asset.
- Certified Fund Raising Executive (CFRE) designation and AFP membership an asset.

Skills and Attributes:

- Excellent communication skills including speaking, listening, and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Interpersonal relationship skills including building positive working relationships with others, both internally and externally to achieve goals.
- Project leadership skills including planning, implementation, collaboration, and reporting.
- Excellent organization and time management skills.
- Ability to connect and engage with donors and encourage community philanthropy.
- Technically proficient with MS Office products and specialty fundraising software. Skills in using WordPress and Adobe Creative Cloud Suite would be an asset.
- Valid driver’s license and access to a vehicle/reliable transportation
- Able to provide a clear Criminal Record and Vulnerable Sector Check

Employment Type: Contract 30 hours/week

To Apply: Send a cover letter and resume **with salary expectations** to:

Grand River Council of Aging
Attention: Lucy Marco - President
363 Colborne St
Brantford ON N3S 3N2
info@grcoa.ca

To learn more about the **Grand River Council on Aging**, we invite you to visit our website www.grcoa.ca.

APPLICATION DEADLINE: Monday March 15, 2021 @ 4:00pm EST.