



**Job Title:** Fund Development Coordinator

**Term:** Maternity Leave Contract – 1 year

**Job Description:** Reporting directly to the Executive Director, the Fund Development Coordinator will be engaged in the creation, planning, implementation, management and evaluation of communication materials, grant proposals, fundraising initiatives and events.

**Duties and Responsibilities:**

- Conduct research to identify funding sources and prepare proposals to government, corporations, foundations and private granting agencies
- Coordinate the development and implementation of Family SOS fund development plans
- Maintain grant calendar of upcoming application and reporting deadlines
- Compile necessary materials for grants and write narratives in collaboration with the ED
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Foster relationships with existing and new funders, partners and supporters
- Provide monthly reports to the ED and the Board of Directors which measure progress
- Assist in the planning and implementation of the Annual Courage to Give Back Awards
- Design marketing pieces for placement in various publications, websites and social media pages
- Design and coordinate graphic support material for Family SOS programs and fundraising events
- Responsible for increasing overall public awareness of Family SOS and all of the organization's activities through effective, creative, and professional marketing and public relations
- Assist other Family SOS staff with general office duties, such as receiving visitors, answering phone calls and event management

**Qualifications:**

- Post-secondary education and 2-5 years of experience in fundraising, marketing and/or event management is required
- Exceptional communications (both oral and written) and organizational skills
- Flexibility in hours of work, including some weekends and evenings
- Ability to work in a team and a strong commitment to collaboration
- Extensive knowledge and experience with a variety of Microsoft programs and social media platforms
- Comprehensive knowledge and experience with Adobe programs (InDesign and Photoshop)
- Valid drivers license and access to a vehicle

Please send a cover letter and resume to [info@familysos.ca](mailto:info@familysos.ca) by March 31, 2018.