



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 by March 23, 2018.