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	Job Description- Fund Development Coordinator	3	July 2023
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Job Purpose:


The Fund Development Coordinator (FDC) is responsible for the development and oversight of the fund development plan to support fundraising and sustainability of Hospice Renfrew (HR). The FDC creates and implements fund development strategies, including promotion and fostering of donor relationships to promote HR in our community.

The FDC will coordinate the overall operation of fundraising activities by building relationships within the community and providing resources and awareness. As a member of the Leadership Team, the FDC will promote the organization's profile and mission in the development and enhancement of strong donor partnerships, and prospect development.

The FDC reports to the Executive Director and will chair the Fund Development Committee.

Duties and Responsibilities


- Develop a three-five-year development plan with the Leadership Team that incorporates annual appeals, major donors, grants, corporate and individual appeals, and special events. The activities within the development plans will be reviewed and updated annually.
- Devise strategies to raise donor funds.
- Work with the Executive Director and Board of Directors members to raise awareness of the charity and its work at local and provincial levels by carrying out public presentations and developing media opportunities.
- Develop methods to raise corporate awareness of the organization and demonstrate ways this plan is carried out.
- Research, recommend, and manage new and ongoing granting opportunities.
- Coordinate networking events to increase the professional network of the organization and enhance relationships.

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- Assist in the development of communication material such as brochures, annual reports etc. with the Administrative Assistant.
- Manage and updates databases to record donor contact and preference information.
- Develop revenue and expense reports for all fundraising events for approval by the Executive Director.
- Identify and meet with new donors to obtain support for the organization.
- Advance donor stewardship and recognition.
- Ensure the donor database on Micharity is current and accurate.
- Ensure representation at third party events as required and assist such parties, as necessary.
- Examine ways to increase and promote the number of third-party events each year.
- Collaborate with the Volunteer Coordinator to ensure the appropriate volunteer support for all special events.
- Assist Leadership Team in identifying and developing operational plans and tactics for growing community presence, fundraising, and business relationships.
- Meet approved annual fundraising goals by supporting the execution of established fundraising programs.

Qualifications

- University degree or equivalent education and experience in fundraising or philanthropy
- Fund Raising Certificate an asset
- Minimum of five (5) years' experience in fundraising or development role
- Strong understanding of the healthcare and not-for-profit environments
- Demonstrated ability to achieve results, while maintaining and building effective relationships, effective communication skills.
- Experience coaching and managing a team of volunteers.
- Proven competency in project management, multitasking, planning, analytical and organizational skills

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- Excellent communication, interpersonal, oral, and written skills including the expertise to create promotional materials and proposals.
- Willingness to travel and work extended hours as required (some weekends and evenings)
- Demonstrated ability to take initiative and work independently and effectively as part of a team.
- Knowledge and excellence in working with fundraising software is considered an asset.
- Demonstrated relationship building skills, excellent time management, and proven ability to meet competing deadlines in an organized manner.
- Must have strong problem-solving skills and interpersonal skills.
- Computer literacy and working knowledge of Microsoft Office

Working Conditions

- Interacts with donors, residents, family members, staff, and visitors.
- Occasionally required to work off-site at indoor and outdoor fundraising events.
- Work in a shared office environment

Physical Requirements

- Intermittent physical activity including walking, standing, and sitting.
- Sitting at a desk or standing for extended periods of time,
- Flexibility in hours and including need to work extended hours, and occasional evening and weekends required.