

 <p style="text-align: center;">Job Title: Fund Development Coordinator</p>	<p>Job ID: MFS891(AD)</p>
<p>Job Summary:</p> <p>The Fund Development Coordinator is responsible for the implementation of the annual giving plan, delivery of appropriate donor recognition and stewardship activities and the writing and submission of foundation and government grants. The role will support Alzheimer Society signature fundraising events as needed.</p> <p>Job Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Identification of prospective grant and foundation opportunities. • Manage grant proposal and reporting process working collaboratively across departments to compile required information. • Manage implementation of annual giving appeals. • Work closely with the communications staff to write and develop effective print and digital communications to support annual giving initiatives. • Implement annual donor stewardship activities including annual recognition event; ensure recognition requirements are fulfilled for funders and individual donors. • Work with Director of Development to identify potential major gift prospects and support cultivation of prospects. • Support Fund Development Coordinator, Events and Community Engagement in implementation of Alzheimer Society signature events. • Support Donor Database Officer in measurement and reporting of key performance metrics. • Participate in annual budget planning for fundraising initiatives. • Contribute to overall strategy and growth of Alzheimer Society fundraising. <p>Requirements:</p> <ul style="list-style-type: none"> • Completed post-secondary education in Non-Profit Management, Communications, Fund Development, or related field. • A minimum of 3 years work experience in fundraising in the not-for-profit sector. • Exceptional written and verbal communications skills. • Strong ability to prioritize tasks and meet deadlines. • Ability to work independently as well as collaboratively with staff, volunteers, donors, and external organizations. • Proficiency with Microsoft Office 365 suite. • Knowledge of Raiser’s Edge, Luminate Online or similar non-profit CRM database. • Flexibility—the person in this position will be required to attend Alzheimer Society and external events, some of which occur outside of regular work hours. • Valid driver’s license and access to own vehicle. 	<p>Date Posted: Aug 26, 2022</p> <p>Location: Middlesex, Elgin, Oxford</p> <p>Wage: Negotiable</p> <p>Hours: Full time, permanent, 35 hr/week</p> <p>Education:</p> <p>Other: Occasional evening & weekend work</p>
<p>To Apply:</p> <p>Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: amanda.jahn@alzswp.ca (with the job title in the subject line).</p>	<p>Apply By: Sept 26, 2022</p>

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