JOB DESCRIPTION

| **TITLE** | FUNDRAISING COORDINATOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Fundraising Coordinator executes strategic planning and pushes fundraising to advance the [Organization Name]'s activities. They work with significant donors, foundations, business partners, and governments to generate and maintain the [Organization Name]’s sustainable revenue. They work closely with the management and staff, finance and administration, communications, and other departments to produce sustainable revenue.

The ideal Fundraising Coordinator knows the local, regional, and national funding community in Canada and [INSERT OTHER LOCATIONS IF ANY] and how a comprehensive not-for-profit prioritizes, launches, and maintains campaigns.

**Duties and Responsibilities**

Overall Responsibilities:

* Creating compelling proposals, budgets, reports, and other grant documents for high-net-worth individuals, foundations, and corporate fundraisers, including sponsorships.
* Creating ethical fundraising policies and procedures.
* Create a fund development plan in collaboration with the board, management, and employees to support the organization's strategic aims.
* Supervising the organization and execution of special fundraising activities,
* Reporting on the fund-raising plan's progress
* Researching, assessing, and recommending new fundraising options and techniques based on the organization's beliefs, strategic priorities, and program activities.
* Utilizing volunteer management strategies for special fund development projects.
* Managing all fundraising deadlines, procedures, and project plans
* Planning and coordinating creative, smart, and impactful appeals, campaigns, and activities to engage online and in-person donors
* Working with the [INSERT PERSON OR DEPARTMENT, e.g., Communications/marketing Deaertment] to develop a comprehensive communications plan to promote the organization to its donors and maximize public awareness of its fundraising activities and to convey the power of collaborative action to external partners
* Managing existing funders to accomplish or surpass fundraising goals
* Maintaining existing and developing new donor relationships
* Performing other related duties

**Qualifications**

* X years of experience in a not-for-profit development role with a demonstrated track record of meeting fundraising goals
* A bachelor’s degree in public relations or other related field
* Experience working in a cross-cultural environment
* Experience with not-for-profit grant writing and individual giving programs and managing government grants and contracts

**Core Competencies**

* Excellent verbal and written communication skills
* Strong presentation skills
* Empathy
* Cultural sensitivity
* Results driven
* Creativity and innovativeness
* Diplomacy and tact

**Working Conditions**

* May entail working in high-stress environments (e.g. when managing several events simultaneously)
* Some travel may be required
* Overtime and hours outside of typical working schedule may be required
* Extended periods of sitting may be required