



Job Description

Job title	<i>Fund Development Coordinator- part time</i>
Reports to	<i>Executive Director</i>

Job purpose

The Fund Development Coordinator position is a part time salaried position of 20 hours per week. The Fund Development Coordinator will be primarily responsible for fund development activities such as donor recruitment, management and stewardship, and fundraising events. Please visit the PSA website for more information on the history and programs of the organization: www.parasports.net.

Duties and responsibilities

Reporting to and working alongside the Executive Director and supported by the fund development committee the Fund Development Coordinator is responsible for the fundraising activities in the annual fund development plan.

The responsibilities of the Fund Development Coordinator include daytime, evening and weekend work. The successful candidate will work in a fast-paced environment, working within a team and individually with minimal supervision. The ideal candidate will have excellent interpersonal, oral and written communication, demonstrate exceptional problem-solving skills, have the capacity to manage multiple competing demands, and be highly organized with attention to detail. The successful candidate will be professional, have exceptional time management skills and be a creative self-starter with the ability to identify opportunities.

Responsibilities include, but are not limited to:

- Assisting in the development and coordination of new and existing fund development events and initiatives
- Implementing and working with a donor database, donor profiles, donor histories, prospects, contact management, reporting and gift follow-up
- Developing and coordinating donor recognition strategies
- Implementing and tracking mail and email campaigns
- Implement sponsorship program and develop relationships with prospective sponsors
- Find and complete grant applications

Qualifications

The Fund Development Coordinator will have prior success working in a fund development capacity within the not for profit sector. Completion of a diploma or degree in a relevant field will be considered.

Other qualifications include:

- Must have regular and consistent access to a vehicle
- Good knowledge of Microsoft Office applications including Word, Excel, Outlook, PowerPoint
- Knowledge of the AFP Donor Bill of Rights
- Knowledge of the CRA regulations related to charitable donations and fundraising initiatives

- Clear Police Information Check
- Be technologically and social media adept
- Experience working with donor management software
- Must have a professional attitude, dress and demeanor

Working conditions

The position requires daytime, evening and weekend work. The position involves working in a variety of environments including but not limited to an office, or onsite at fundraising events, which could include being outdoors. The position involves driving your own personal vehicle in all seasons and conditions, for which you will be reimbursed.

Please apply with cover letter and resume to Amy MacKinnon via email at Director@parasportsab.com by **March 15th, 2020**. Interviews will take place as resumes come in with the successful candidate starting as soon as possible.

Thank you to all who apply, however only those selected for an interview will be contacted.

Approved by:	<i>Amy MacKinnon</i>
Date approved:	<i>December 2019</i>
Reviewed:	