



Fundraising & Communications Coordinator Job Description

The Fundraising & Communications Coordinator will work as part of the Fund Development Team to carry out the Downtown Eastside Women's Centre (DEWC) fund development strategy. She will ensure fundraising strategies pursue opportunities to support the services, programs and project work and reflect the mission and statement of principles of the society.

Reporting directly to the Executive Director, the Fundraising & Communications Coordinator will work closely with the Fundraiser Committee to lay the groundwork for improved fundraising and marketing of the Downtown Eastside Women's Centre. She will work from a feminist perspective and within an anti-oppression framework.

Fundraising

Implements the fundraising strategy, including undertaking activities to increase income from individual donors, corporations; and on-line giving.

Facilitates DEWC's engagement and participation in 3rd party events.

Implements the donor engagement strategy taking initiative to build and maintain long-term relationships with current and potential donors.

Researches and follows-ups with potential donors to identify and evaluate funding sources.

Represents DEWC at fundraising and public awareness events and meets with supporters.

Supports the Fundraising Committee including sub-committees, and participates in Board of Directors meetings to present annual planning and progress reports and to provide information, advice and guidance related to fundraising

Event Planning

Plans and coordinates all aspects of DEWC fundraising events such as Herstory in Focus, the Scotia Run, and Eastside 10K.

Convenes and supports DEWC Event Sub-Committees

Communications

Creates and evaluates marketing and communication activities to maximize opportunities for promoting DEWC and build links with potential and existing supporters

Develops and implements a marketing strategy including improving engagement with social media, including facebook, twitter, etc.

Coordinates the design and production of external communication and marketing tools, including the donor newsletter, brochure, and the Annual Report

Oversees the development and maintenance of the DEWC Website.

Administration

Coordinates day to day activities, including receiving and responding to donor enquiries

Facilitates the implementation and maintenance of a donor data base.

Oversees the processing of financial donations and in-kind contributions, including the production of charitable tax receipts.

Qualifications required:

- At least 3 years experience in non-profit fund development including donor engagement, grant writing and administration
- Experience and/or education developing and implementing fundraising strategies within the non-profit environment.
- Must be IT proficient.
- Experience with all aspects of event planning is required.
- Significant experience in non-profit management with at least 3 years experience in an executive management position.
- Must have knowledge of and aptitude for social media platforms.
- Knowledge of non-profit financial and account operations including budget creation
- Must have a strong working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Strong conflict resolution skills and practice
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with donors, co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Executive Director