

## **Grants and Fundraising Coordinator Job Description**

### **About DEWC**

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them.

### **Job Summary**

The Grants & Fundraising Coordinator works with the Fund Development Team to carry out the Downtown Eastside Women's Centre's (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 Grants & Fundraising Coordinator works closely with the Fundraising Committee to lay the groundwork for improved fundraising. She will work from a feminist perspective and within an anti-oppression framework

### **Key Duties & Responsibilities**

- In collaboration with the Fund Development Team develops and implements a fundraising strategy. Develops and implements a corporate donor engagement strategy
- Coordinate the Capital Campaign Team including, but not limited to communications, timelines and workflows, document creation, reporting to ED and Board, and other deliverables
- Support the Fundraising Committee/sub-committees, and on request, participates in Board of Directors meetings to present annual planning and progress reports and to provide information, advice and guidance related to fundraising
- Researches, and follows-up with foundations, corporations, and other community groups to identify and evaluate potential funding sources
- Researches and submits applications for new funding opportunities that are in line with the DEWC strategic plan and program needs, including from foundations, corporations, and other community groups
- Manages and maintains all aspects of funding contracts with foundations, corporations, and other community groups including, liaising with program managers, monitoring and/or submitting required reports, preparing contract work plans, and up-dating contract files. Ensures that contract files and data base are kept up to date
- Prepares internal and external communication relating to grants and contracts including submissions to the Annual report
- Works in collaboration with the Executive Director and Fund Development team to develop an Operating Budget
- Reviews financial statements to ensure funds are expended in accordance with the funding agreements and annual budgets
- In collaboration with the management and staff teams, reviews DEWC programs and services to ensure they meet policy guidelines, funding contracts, and reflect established priorities
- Other duties not specified that may be assigned from time to time

**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 fund development strategies within the non-profit environment
- Must be IT proficient with current and extensive data base experience
- Knowledge of non-profit financial and account operations including budget creation
- 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 sometimes chaotic environment and with a diverse community of women
- 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
- A salaried position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services
- Women with addiction issues need to be at least 2 years clean and sober
- Candidate must undergo a criminal record check

Reports to: Executive Director

**Organizational Status**

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlilwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender-based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or addictions. It is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma.

DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work. DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.