

Fundraising Facilitator

Contract for parental leave coverage: September 2017 – September 2018

Main Tasks:

The Fundraising Facilitator is a key support for the administration and finance teams at FoodShare. Working closely with the Food Policy and Operations Senior Manager and Executive Director to plan and coordinate the annual fundraising program.

Detailed job description:

- Coordinate all gift administration, including processing (mail, online, phone), receipting, donor acknowledgement, reporting, recognition and financial reconciliation.
- Support donation transactions, sales requests and prepare bank deposits.
- Prepare monthly donation reports and support annual financial audit.
- Support Fundraising Committee meetings and minutes.
- Coordinate foundation appeals and annual reports for major funders.
- Assist with annual and third party events budget and sponsor tracking.
- Support donor engagement tours and tabling.
- Provides back-up support to the administration and finance teams and other duties as assigned to ensure the smooth and successful operation of the organization.

Qualifications and skills:

- Previous experience in a non-profit or similar environment.
- Experience using Raiser's Edge and contact database management.
- Proficient with Microsoft Office and in a Google environment.
- Demonstrated analytical, organizational, time management and problem-solving skills (specifically with spreadsheets, timelines and databases).
- Excellent verbal and written communications skills. Ability to write fundraising appeals, grants reports, thank you letters, etc.
- Demonstrated customer service experience and ability to work respectfully with people of different ages, genders, abilities, cultural backgrounds, and individuals who have experienced marginalization.
- Ability to foster a cooperative work environment.
- Ability to work with sensitive information and financial records with complete confidentiality.
- Demonstrated interest in issues of food security, food justice and familiarity with our mission and programs.

Salary: \$36,000 annually plus benefits.

Please send applications to Human Resources - patience@foodshare.net by Friday August 11th, 5 pm, 2017