



JOB POSTING: Development Coordinator (Full-time Contract to June 2020)

Job Description:

Reporting to the Development Senior Coordinator, the Development Coordinator is responsible for coordinating database and donor relations activities and providing support for key development programs at FoodShare, including direct mail; corporate, foundation and sponsorship campaigns; events and special projects

Duties Include (but are not limited to):

Direct Mail / Donor Relations / Database Management

- Assist in developing, executing and monitoring the annual direct mail work plan
- Assist in monitoring response rates, testing results and providing recommendations for future appeals and campaigns
- Assist in maintaining personal contact and relationships with direct mail suppliers
- Coordinate all gift administration, including processing donations (mail, online, phone), reporting, and financial reconciliation
- Ensure accurate and timely acknowledgment and receipting
- Address any donor questions and/or concerns regarding all direct response appeals
- Maintain accurate and consistent donor activity tracking in the Raiser's Edge database including call reporting, moves management and database updates
- Assist with monthly analysis to track the efficiency and effectiveness of existing fundraising strategies against budget
- Assist with annual analysis to identify trends in donor giving

Corporate, Foundation and Sponsorship Campaigns

- Assist with fulfillment of sponsorship benefits for Recipe for Change and other projects
- Assist with the development, distribution and tracking of grant applications
- Assist with fulfillment of reporting requirements and other stewardship activities



- Coordinate invoicing for corporate gifts and sponsorships and track payments

Event Support / Special Projects

- Assist with monitoring budget and schedule for annual Recipe for Change fundraiser
- Coordinate third-party event agreements and needs
- Other duties as required

Required Qualifications, Knowledge and Experience

Demonstrated commitment to principles of food justice

- 1-2 years experience in a fundraising and/or non-profit environment
- Accuracy and attention to detail
- Demonstrated ability to take initiative, problem-solve and practice sound decision making
- Familiarity with database management tools. Knowledge of Raiser's Edge is an asset
- Ability to maintain confidentiality at all times
- Proficient with Microsoft Office. Experience with google suite and smartsheet an asset
- Demonstrated analytical and problem-solving skills
- 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 manage multiple projects, set priorities and meet strict deadlines

Reports to: Development Senior Coordinator
Salary: \$42,000.00 annually, plus extended benefits package.
Hours of work: 37.5 hours per week (contract position until June 2020)

How to apply: Please email your resume and cover letter to hr@foodshare.net

Deadline for applications: Friday, March 15, 2019 at 5:00pm

Start Date: As soon as possible



Please note:

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – hr@foodshare.net. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act. Please note that only candidates selected to move forward in the hiring process will be contacted.