



**Big Brothers
Big Sisters**
OF CENTRE WELLINGTON

Job Description – Development Coordinator

Responsible To : Executive Director

Date :

Function

The Development Coordinator is the project assistant for Big Brothers Big Sisters of Centre Wellington (BBBS CW) in terms of fund development and is the lead for initiatives like Big Split 26 (ongoing 50/50), Bowl for Kids Sake, supporting assigned 3rd party events, grant writing and supporting major fundraising events.

Reporting to the Executive Director, the Development Coordinator is primarily responsible for supporting, maintaining and evolving the processes for fund development. The Development Assistant will contribute to the ongoing review, analysis and evaluation of service quality and effectiveness.

Primary Responsibilities

This position is full-time

Key responsibilities:

Grant Writing - 35%

- Assists in the writing and completion of assigned grant applications utilizing Imagine Canada and other directories utilizing best practice guidelines.
- Goals and targets for grant writing and success will be assigned.

Events - 35%

- supporting and organizing assigned 3rd party and partnered events and assisting in the planning and execution of larger events.
- clerical support assigned for event committees including maintaining spreadsheets and budgets.
- work with committees and volunteers, offering event insight where applicable and attend events to assist in set up, implementation and clean up.
- act as Big Split 26 lead (ongoing 50/50) by strategizing sales, coordinating draws and ensuring administrative duties are carried out in a timely manner.
- develop and monitor critical path for special events

- identify and solicit event sponsorships
- identify and recruit event committee members where appropriate
- provide post-event evaluation including final budget, recommendations, action items

Stewardship - 10%

- assist the team with cultivation, community solicitation and stewardship efforts.
- support BBBS CW efforts to deepen connections with existing donors by drafting letters and notes, and preparing individual reports as assigned using client resource management software (Donor Engage).
- provide a high-quality experience for all donors in their interactions with BBBS CW by speaking with donors and supporters at events, talking with donors by telephone and providing flawless and timely written communication.
- ensure general and event thank you letters and tax receipts are updated and sent out regularly.
- develop and build relationships with community businesses
- plan and execute corporate sponsorship programs

Administrative and General Duties - 20%

- provide back-up administrative support when needed, including answering the main phone line, greeting visitors to the office and providing them with assistance, and providing clients with information or referrals to the appropriate person.
- perform administrative duties for example including filing, copying, sorting, mailing, etc.
- work with summer students and/or volunteers for event and office support.
- act as a point of contact for fundraising inquiries (via post, mail, website, etc.) and provide excellent donor support.
- support data management including data entry, amendments, running reports.
- participate in agency strategic planning
- complete a yearly performance appraisal including goals and objectives for the coming year
- assist in the fundraising plan annually

Required Professional Designation/Certificate and Required Experience:

- University degree or community college diploma in a related field or equivalent background in fundraising
- Association of Fundraising Professional (AFP) designation is preferred
- Minimum of three (3) years' experience in fundraising events planning and a global knowledge of fundraising methodologies with a career track record for raising funds
- Experience in the Non-Profit or charitable sector considered and asset
- Experience with event planning and media relations considered and asset
- Valid driver's license and regular access to a reliable vehicle and carry \$1,000,000 auto insurance coverage

- Current police check with vulnerable sector

The successful candidate must also:

- keen interest in the community as a whole and a passion for building better futures for youth
- exceptional people skills focused on building and maintaining strong relationships within the community.
- Superior communication skills (both written and verbal) and well developed interpersonal skills
- The ability to think strategically and work independently in driving new fundraising initiatives/events or enhancing exiting initiatives/events
- Strong customer service oriented approach complimented by excellent organizational and time management abilities
- Ability to use sound judgement and maintain discretion and confidentiality at all times
- Ability to multi task and set priorities with a sense of urgency to achieve goals
- strong computer skills, specifically with Microsoft Office
- Strong time management skills and ability to prioritize workload as needed to be as efficient as possible
- Strong sense of commitment and accountability for the roles and responsibilities of the position
- Willingness to work flexible hours including some evenings and weekends.

Please submit resumes to the attention of Kristen Drexler, Executive Director at kristen.drexler@bigbrothersbigsisters.ca by **Wednesday December 11, 2019**. Big Brothers Big Sisters of Centre Wellington thanks all applicants for their interest in advance however, only those selected for an interview will be contacted. Note: The position will remain open until filled and rolling interviews will be conducted as soon as qualified applications are received.

Big Brothers Big Sisters of Centre Wellington is an equal opportunity employer and encourages applicants from equity seeking groups.