
JOB POSTING

Position Title:	Fund Developer
Position Type:	Contract, Full-time, 37.5 hours weekly, 52 weeks Contract, Part-time 22.5 hours weekly, 52 weeks
Salary:	\$22 hourly
Start Date:	May 2022
Location:	Windsor, ON

Overview

Reporting to the Executive Director, the fund developer (FD) will play an integral role in developing and implementing an annual fund development plan that is effective, aligned, and well-executed. The FD supports the capacity of the Centre to adapt, innovate, and embrace sustainable and community-centric ways of funding ongoing operational expenses to achieve positive outcomes for vulnerable women and families at-risk for or experiencing homelessness. This includes seeking financial and in-kind support from individuals, corporations and foundations, overseeing direct events, and cultivating relationships with multiple stakeholders. The position will work with a complementary half time Fund Development position (22.5 hours weekly), a newly formed Fundraising and Public Relations Committee, and may include additional social media content creation support weekly.

Responsibilities

- In collaboration with the Executive Director and the Fundraising Committee, manage all aspects of the fundraising process- from research, prospecting and initial approach, to developing and overseeing in-house and third-party events and sponsorship programs or campaigns;
- Research, identify and develop new fundraising opportunities at a local level that are cost effective, engaging, and aligned with agency values;
- Maintain and manage donor data using the organization's existing CRM databases (Donorperfect, Constant Contact);
- Design, implement and evaluate several fundraising efforts throughout the year;
- Act as the key point of contact for third-party fundraisers to provide support and create ongoing relationships;
- Act as the designated staff to the agency Fundraising and Public Relations committee;
- Revise and implement annual donor recognition and cultivation program;
- Ensure key messages for all fundraising-related initiatives are consistent with the agency's mission, vision, identity, and key philosophies of practice;
- Connect efforts to ongoing agency social media outlets and annual Community Awareness goals;
- Ensure proper stewardship and reporting of Fund Development Plan progress to stakeholders;
- Conduct periodic assessment of donor and partner satisfaction;
- Oversee and grow current Monthly Giving Program;
- Ensure all development activities and functions are in accordance with legal and ethical standards, including the CRA Guidance, Fundraising by Registered Charities.

An Ideal Candidate Would Have

- Certification, degree or equivalent experience in fundraising or related field of study or a shown history of experience in the field;
- Excellent track record of successful fund development for a non-profit organization;
- Proven experience of preparing persuasive and imaginative fundraising proposals, grant applications, and presentations to targeted funders, foundations and corporate donors;

- Impeccable written communication skills with a proven capacity for plain, persuasive writing;
- Experience developing successful marketing campaigns and compelling social media copy;
- Experience across media platforms and knowledge of current fundraising trends;
- Strong creative design skills;
- Outstanding interpersonal skills and public speaking skills, with an ability and desire to connect with a diverse range of people;
- Strong project management skills and an ability to multitask;
- Attention to detail, exceptional time-management and organizational skills;
- High proficiency using all Google Applications, Experience with InDesign, Photoshop, DonorPerfect and Constant Contact an asset;
- Knowledge of, or interest in, issues affecting women who are homeless or at-risk;
- Direct experience with fundraising software, such as DonorPerfect and Constant Contact;
- Access to stable and reliable transportation.

Employer: Welcome Centre Emergency Shelter for Women

The Welcome Centre is a not-for-profit community-based agency committed to providing assistance and support to women experiencing homelessness and low-income in the Windsor community through the provision of emergency shelter and transitional housing support programs.

Website: www.welcomecentreshelter.com

Application Process

Apply with cover letter and resume to attention of: Lady Laforet, Executive Director, by May 1st, 2022 at info@welcomecentreshelter.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This is a contract, full-time position for 52 weeks with opportunity for permanent position to follow. All staff are currently working from the office, and the position can be flexible to allow 1-3 days weekly work from home depending on project needs. Part-time contract position of 22.5 hours weekly is flexible to include both at-home and in-office hours and days, depending upon need. The Welcome Centre Shelter is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. Accommodation will be provided in all parts of our recruitment process as required under AODA. Please advise us in advance if you require accommodation.