**Development Coordinator**

The Sexual Assault Support Centre of Waterloo Region supports survivors of sexual and gender-based violence. We listen, facilitate healing, and celebrate resiliency. Using an anti-racist, intersectional feminist approach, we work to transform systems which promote gender-based violence.

We are currently recruiting a full-time, permanent Development Coordinator.

Reporting to the Executive Director, the successful candidate should feel inspired by our work and have a genuine desire to support our [Mission, Vision, and Values](https://www.sascwr.org/ourmission.html). They will have a warmth about them that helps foster a safe, supportive environment for survivors of sexual and gender-based violence.

**Job Description – Development Coordinator**

**Job Purpose:**

Reporting directly to the Executive Director, the Development Coordinator will create and execute SASC’s fundraising strategies to support our financial sustainability, helping us live out our mission. This role is pivotal in cultivating relationships with donors, developing fundraising campaigns, and organizing fundraising events.

**Duties and Responsibilities:**

**Strategic Planning**

* Develop and implement an annual fundraising plan aligned with our mission and goals.
* Identify new opportunities and trends in fundraising to maximize revenue streams, including using digital fundraising tools, etc.
* Work closely with the Executive Director to align fundraising goals with our strategic plan.
* Lead the planning, execution, and evaluation of fundraising campaigns, including annual giving, major gifts, corporate giving, planned giving, and special events.

**Donor Relations and Stewardship**

*Major Gifts Program*

* Develop and manage our major gifts program, identifying and cultivating relationships with key donors.
* Create personalized engagement plans for major donors, including tailored asks, recognition opportunities, and stewardship activities.
* Work closely with the Executive Director and Board members to involve them in major donor cultivation and solicitation efforts.

*Corporate Giving*

* Identify and cultivate relationships with corporate partners, securing financial support through sponsorships, grants, and employee giving programs.
* Develop customized proposals and presentations to engage corporate partners, highlighting the impact of their support.

*Donor Stewardship*

* Cultivate and maintain relationships with individual donors, corporate sponsors, foundations, and other key stakeholders.
* Develop and execute donor stewardship plans, ensuring a high level of engagement and retention.
* Develop strategies to cultivate new donors and build our monthly donor program.
* Oversee our Donor Management System (DMS).
* Collaborate with the Office Administrator to:
  + Ensure accurate and up-to-date DMS records, timely acknowledgment of gifts to donors, thank you notes and receipts are sent.
  + Ensure accurate and confidential management of donor and fundraising data.

**Events and Third-Party Fundraising**

* Coordinate, lead and evaluate fundraising events, including our annual gala, peer-to-peer fundraisers, smaller community-based events, and annual giving campaigns.
* Develop themes and solicit sponsorships/auction items to support our fundraising initiatives.
* Strategize and oversee third-party fundraising initiatives, providing guidance and resources for successful event planning and execution.
* Coordinate in-kind donations, managing logistics, recording donor information in our DMS, and following up with appropriate stewardship, enlisting support from the Office Administrator as needed.

**Leadership**

* Act as a spokesperson for our fundraising efforts, representing SASC at community events, networking opportunities, and in media engagements.
* Understand our mission and effectively communicate it to external stakeholders.
* Foster an understanding of philanthropy within SASC, promoting a culture of giving.
* Act as Chair of the Fundraising Committee, engaging with staff and volunteers to foster a high-performing team environment.
* Draft fundraising policies and procedures as needed.

**Communications**

* Ensure donor, sponsor, and funder recognitions in accordance with requirements.
* Establish and implement fundraising policies and procedures as needed.
* Cross train on basic elements of the Communications Coordinator position to ensure the continuity of our services.
* Collaborate with the Communications Coordinator to:
  + Create and distribute fundraising communications, including mailouts, newsletters, social media content, press releases, and annual reports.
  + Develop storytelling and communications campaigns strategies to reach donors and potential donors, effectively conveying the impact of donations on our work.

**Budgeting and Metrics**

* Set, track and report regularly on fundraising performance and metrics, providing regular updates to the Executive Director (and the Board of Directors as requested).
* In collaboration with the Director of Finance and Operations:
  + Develop and manage fundraising budgets, ensuring efficient use of resources to maximize returns.
  + Ensure that donor funds are allocated according to donor intent and SASC’s priorities.

**General**

* Perform additional duties or special projects as assigned by the Executive Director.

This job description outlines the general nature and key responsibilities of the role. Duties, responsibilities, and activities may change as the organization evolves.

**Qualifications:**

* Post-secondary degree/diploma in nonprofit management, communications, business, or a related field (or equivalent experience).
* 5+ years of experience in fundraising, with a proven track record of success.
* Strong relationship-building skills with the ability to engage and inspire donors and stakeholders.
* Proficiency in fundraising software and donor management systems.
* Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
* Commitment to SASC’s mission and values, with a deep understanding of the issues related to sexual and gender-based violence.
* Completion of volunteer training program upon initial employment.

**Communications:**

Strong interpersonal and communication skills are needed in this position to ensure effective engagement with donors and the public. These skills are also needed for internal communication with staff, volunteers, and board members.

**Working Conditions:**

This job is performed in a hybrid work environment; a portion of the work can be done virtually and a portion of the work will be in the office or community.

This role requires occasional evening and weekend work for fundraising and community events. Some flexibility in working hours is required to accommodate project and event needs. Some local travel will be necessary to meet with donors and stakeholders.

During events, this role may require standing for extended periods, lifting materials, and engaging with large groups.  
  
Given that a portion of the work is computer-focused, the role can be sedentary although there is the ability to stand and stretch and move about the workspace, whether it be at home or in the office.   
  
The role typically involves working on multiple projects simultaneously, meeting tight deadlines, and being adaptable to changing priorities.

**Direct Reports:**

While this role has no direct reports, it may require supervision of staff, students, or volunteers.

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| **Compensation and Benefits:** |

We are a Living Wage employer as defined by the [Ontario Living Wage Network](https://www.ontariolivingwage.ca/living_wage_by_region). We use a 3:1 ratio meaning that the highest paid team member is not paid more than 3 times the lowest paid team member.

This role pays $31.03/hour.

We have a health benefit plan including Extended Health Care (EHC), Dental, Employee Life Insurance, Dependent’s Life Insurance, Accidental Death and Dismemberment (AD&D), Long-Term Disability (LTD), and an Employee Assistance Program (EAP). We pay 100% of health benefit premiums for our full-time staff and their families.

Due to the nature of our work, our staff team start with four weeks of vacation. We also have 125 hours of paid time off per year. These amounts are pro-rated based on the team member's start date.

We offer RRSP matching after one year of employment.

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| **Anti-Racism/Anti-Oppression Statement:** |

**We recognize that sexual violence disproportionately impacts women, trans, and non-binary people. We particularly recognize the impact of racism and colonialism on Black, Indigenous, and racialized women, girls, gender-diverse, and two-spirit survivors.**

Given this, we encourage applications from women, trans, and non-binary candidates, especially those who identify as Black, First Nations, Metis, Inuit, racialized, as members of 2SLGBTQIA+ communities, and/or as a person with a disability. We invite candidates to voluntarily self-identify as a member of a diverse and/or marginalized group as part of their application.  As part of SASC’s values, we strive to have staff members that are reflective of the communities we serve.

We are committed to providing an inclusive and barrier-free work environment. We adhere to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We strive to make our recruitment, assessment, and selection processes accessible and provide accommodations as requested for applicants with differing abilities. If you require accommodations at any point during the application and/or hiring process, please contact Human Resources at [jobs@sascwr.org](mailto:jobs@sascwr.org) or 519-571-0121 x102.

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| **How to Apply:** |

This position requires the successful candidate have a valid driver's license, access to a vehicle, and a satisfactory Vulnerable Sector Police Check. A flexible schedule is required for evening and weekend work. This position is set to begin as soon as possible. **Please submit a current cover letter and resume as one PDF document to** [jobs@sascwr.org](mailto:jobs@sascwr.org)**.**

*We thank all candidates for their interest; however,*

*only those selected for an interview will be contacted.*

*Unless you require accommodations, no phone calls or email inquiries please.*