

Fundraising Coordinator: Permanent, Full-Time

Job details:

Application Deadline:	June 6 th , 2022 – interviews may take place sooner
Number of Hours:	35 hours per week
Salary & Benefits	\$40,000 per year plus Group RRSP and Extended Health Benefits
Vacation:	15 days plus floating days between Christmas Day and New Year's Day
Location:	Hybrid – some responsibilities with this position will require work on-site. Option to work in office full-time, if preferred. On-site work takes place at 22 O'Meara Street in Ottawa

Who is Causeway?

Causeway is a not-for-profit agency that helps people with mental illness and other challenges find meaningful, rewarding work and live more independently. By helping everyone overcome their challenges and reach their full potential, we are helping establish stronger and more inclusive communities.

What will I be doing?

Are you a creative individual with a knack for written communication, relationship-building, and logistics? Do you want to be part of a team that believes in building working communities where everyone is invaluable? Are you generally a pretty great person? We want to hear from you!

Reporting to the Director of Fund Development, the Fundraising Coordinator will collaborate closely with the creative team behind Causeway's fundraising and communication initiatives. You will support and champion the fundraising activities of the organization, with an emphasis on annual giving and campaign coordination. You will be an invaluable part of the Causeway team, helping to connect community members with the work we do, and helping to obtain the funds we need to carry out our mission of building better communities by employing each person's abilities.

What will my duties include?

Fundraising Campaigns and Donor Communications

- Project management: for each fundraising campaign, develop goals, costs, and required resources; breakdown tasks and timelines, and work with the Fund Development team to carry out the plan; monitor and report on outcomes
- Write direct mail and email solicitations
- Compose compelling, branded content for social media including Twitter, Instagram, Facebook, LinkedIn, and YouTube, and for Causeway's website blog
- Thank donors in a timely manner and report on the impact of donations

- Carry out the donor stewardship plan, and develop/update stewardship tools such as welcome packages
- Issue donor tax receipts in accordance with CRA guidelines and organizational practices
- Research and identify new opportunities for fundraising and community engagement
- Engage businesses for partnership in areas such as silent auction donations and sponsorship
- Participate in the development of annual goals and update the organizational campaign calendar
- Update Causeway's web pages related to fundraising, along with Causeway's profile on external fundraising sites to keep them current
- Write stories that demonstrate the impact of the work we do
- Assist in the creation and dissemination of communications related to events (eg. invitations, posters, reminders, thank-yous)
- Assist in the creation of case for support and planned giving materials

Data Analysis and Reporting

Data analysis and reporting is a key way we measure our campaigns and the effectiveness of our fundraising and communication efforts.

- Enter all donations into donor management CRM and ensure accuracy of gift coding
- Create and pull reports from our donor management CRM
- Gather data from Mailchimp, social media platforms, and the website
- Create graphs and narratives to accompany data
- Develop a bimonthly fundraising report for the staff team and the Board of Directors
- Reconcile donations to the bank account

What will I bring to the organization?

- University/College diploma or equivalent experience
- Relevant annual giving fundraising and donor relations experience and/or education preferred
- Prior work or volunteer experience in a nonprofit or registered charity preferred
- Ability to build strong relationships with internal and external stakeholders
- Experience coordinating projects from start to finish
- Experience with social media management for organizations is an asset
- Experience working with databases/CRMs
- Awareness of the regulatory environment for registered charities and attention to detail for compliance with CRA regulations related to fundraising
- Good judgement and decision making skills
- Self-motivated and independent worker, skilled at prioritizing multiple projects
- Excellent analytical skills and attention to detail
- Effective interpersonal skills, capable of exercising independent judgment, initiative and flexibility
- Desire to learn and grow
- Commitment to equity, diversity, and inclusion, and living out those values

- Comfortable speaking with donors and approaching businesses with opportunities to partner
- Experience using programs such as Canva, WordPress, Hootsuite, Mailchimp, Microsoft 365 is an asset
- Experience with video storytelling is an asset
- Strong written and verbal communications skills in English is required. French communication skills are considered an asset

Why should I work here?

At Causeway we are dedicated to building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A supportive, inclusive, and collaborative environment
- Work in a small and agile team, where there are many opportunities to experiment and try new things within the fundraising and communication portfolio
- Mentorship to help you reach the next step on your career path
- Professional development opportunities and training
- Competitive benefits, matching RRSP, and generous vacation, sick leave, and floating days

How do I apply?

Please send a copy of your resume and cover letter to Juliana Rodger, Director of Fund Development at jrodger@causewayworkcentre.org by Monday, June 6th, 2022. If you require accommodations at any time during the process, please let Juliana know.

We thank all applicants, however only those selected for an interview will be contacted.

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.