

## Development Coordinator Permanent with Benefits

Are you ready to use your talents (writing, raising funds, supporting events, and working with people) to make a difference in the community? Do you get excited when you know that every \$1,000 you raise means that one more child is served with care that will reduce their trauma when they need it most? Are you resilient and tenacious?

Child Witness Centre (CWC) is deeply committed to a community of excellence, equity, and diversity, and encourages applications from women, underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives within our agency.

**Hours:** 35 hours per week – Hybrid – 80% remote, 20% in Waterloo and Wellington Regions. Predominantly days with some evening hours for special events and meetings.

**Salary Range:** \$26 - \$31 per hour depending on education and experience.

**Reporting to:** Development Manager

**Position Summary:** The Development Coordinator will help build and sustain annual fund development revenues through planning, coordinating, and supporting agency development initiatives. The key goals of this position are: grant writing, Youth Symposium, volunteer management, supporting fundraising events, donor support, and stewardship efforts on behalf of the organization.

### Primary Responsibilities:

#### Grant Writing and Research:

- Grant management, prioritizing key grants to meet developing needs.
- Generate high-quality proposals, narratives, applications, and supporting documents in response to solicitations consistent with agency directives, and the requirements and guidelines of the funding agencies.
- Coordinate, prepare, and submit reporting and evaluation requirements.
- Research and identify new granting opportunities, including government, corporate, foundation, and community sources.

#### Youth Symposium Program:

- Plan, organize and evaluate annual Youth Symposium program for over 3,000 youth in Waterloo Region, Guelph, and Wellington County.
- Develop program, forms, and materials to support program.
- Solicit funding from sponsors, grants, and donors.

#### Volunteer Management:

- Identify volunteer needs for Agency, including administrative and event volunteers.
- Recruit, interview, onboard, and schedule volunteers.
- Develop and deliver volunteer recognition and thank you strategy.
- Ensure volunteer files are accurate and up to date.

**Event Support:**

- Help develop, plan, and execute key fundraisers. This may include workplans, streamlining event processes, coordinating event logistics, arranging meetings/resources, and achieving budgets.
- Assist with sourcing and securing sponsorship revenue to achieve fundraising goals.
- Ensure key donor information is captured in CRM database.

**Donor Support and Stewardship**

- Plan one time and pledge requests for funding.
- Transition donors to be pledged donors.
- Letter writing, cold calls, and managed introductions for gifts.
- Balance cultivation with pursuit of donations.
- Cultivate endowment fund awareness as well as different ways to give.
- Build relationships with key stakeholders through donor recognition, donor engagement, and donor stewardship opportunities.

**Teamwork:**

- Work on the Development Team to achieve agency revenue goals.
- Serve as liaison and participate in meetings with team members and community initiatives.
- Participate in CWC meetings, presentations, and fundraising activities.
- Support in identifying, developing, and helping with CWC events and third-party event efforts.
- Making presentations to the community about our work.

**Child Witness Centre Agency Support:**

- Contribute to the development of annual goals, strategies, work plans, and overall work of the agency.
- Attend and participate in staff development training.
- Participate in agency-wide initiatives when appropriate, including fundraising ventures and public presentations.
- Actively engage in the agency's health and safety program.

**Qualifications:**

- Post-secondary Degree or Diploma in a relevant field such as fundraising, events, marketing, or communications from an accredited college or university.
- Experience in the fund development sector, or an equivalent combination of education and experience.
- Computer proficiency in Microsoft Office software and experience with donor

management systems.

- Satisfactory Vulnerable Sector Check and a Child Welfare Check.
- Valid driver's license with a minimum \$2 million liability coverage and access to vehicle to travel within our catchment area, when needed.

**Knowledge, Skills, and Abilities:**

- Innovative and forward thinking.
- Detail oriented with excellent organizational and time management skills, able to prioritize tasks while adhering to deadlines and managing competing demands.
- Demonstrated collaborative and team building skills, analytical, problem-solving, and written and oral communication skills.
- Demonstrated ability to work both independently and collaboratively within a multidisciplinary team environment.
- Confident at cold calling potential sponsors and event participants, a track record of onboarding success and consistent follow through with stakeholders.
- Passionate about working in an organization that values and promotes diversity, equity, inclusion, and anti-racism.
- Community connectedness and contacts.

**Working Conditions:**

- Extensive computer use, requiring sitting for extended periods of time.
- Hybrid schedule – 80% remote and 20% in the office or out in the community.
- Moderate volume of community meetings requiring travel by car.
- Workload is fluctuating and can be intense at times with many competing priorities.
- Work occasional events as required, for events or presentations.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow other instructions and perform other related duties that may be required by the agency.

Child Witness Centre endeavours to have all candidates experience a fair and supportive recruitment process. Accommodations are available upon request for candidates throughout the selection process – please let us know how we can support you in being successful.

Review of applications will be ongoing until the position is filled. We thank all applicants for their interest in Child Witness Centre, however, we are only able to connect with those moving ahead in the recruitment process.

Please forward a cover letter and resume to [linda.mark@childwitness.com](mailto:linda.mark@childwitness.com) by December 3rd, 2024, 5:00pm.