

Development Coordinator, Grants and Annual Giving
Job Posting

Posting Date: April 22, 2022

Closing Date: May 6, 2022

Location: Within the region of Middlesex, Elgin and Oxford counties and remote from home. Travel throughout the region will be required.

Status: Full-Time, permanent, 35 hours per week, occasional evening and weekend work required.

Position Summary:

In this position, the Development Coordinator is responsible for the identification, writing, submission and reporting of foundation and government grants for the organization. The role will also implement the annual giving strategy and deliver appropriate donor recognition and stewardship activities. The role will support Alzheimer Society signature fundraising events as needed.

Organizational Overview:

The Alzheimer Society Southwest Partners actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

Our Vision:

A world without Alzheimer's disease and other dementias.

Our Mission:

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

Our Values:

Collaboration, Accountability, Respect and Excellence.

Qualifications:

- Completed post-secondary education in Non-Profit Management, Communications, Fund Development, or related field;

- A minimum of 3 years work experience in grant or proposal writing and fundraising in the not-for-profit sector;
- Exceptional written and verbal communications skills;
- Strong ability to work independently, prioritize tasks and meet deadlines;
- Ability to work independently as well as collaboratively with staff, volunteers, donors, and external organizations;
- Proficiency with Microsoft Office 365 suite;
- Knowledge of Raiser's Edge, Luminate Online or similar non-profit CRM database;
- Flexibility—the person in this position will be required to attend Alzheimer Society and external events, some of which occur outside of regular work hours;
- Valid driver's license and access to own vehicle.

Responsibilities:

- Identification of prospective grant and foundation opportunities;
- Manage grant proposal and reporting process working collaboratively across departments to compile required information;
- Act as project lead on annual giving appeals, including year-end and monthly donor initiatives, working collaboratively with the Alzheimer Society of Ontario on integrated fundraising campaigns;
- Work closely with the marketing team to write and develop effective print and digital communications to support annual giving initiatives;
- Implement strategy to grow monthly and mid-level donors;
- Implement annual donor stewardship activities including annual recognition event; ensure recognition requirements are fulfilled for funders and individual donors;
- Work with Director of Development to identify potential major gift prospects and support cultivation of prospects;
- Support Development Coordinator, Events and Community Engagement in implementation of Alzheimer Society signature events;
- Support Donor Database Officer in measurement and reporting of key performance metrics;
- Participate in annual budget planning for fundraising initiatives;
- Contribute to overall strategy and growth of Alzheimer Society fundraising;

Evaluation & Other Responsibilities

- Fund Development related key performance metrics;
- Annual performance review with the Manager of Communications and Fund Development.

Immediate Supervisor:

- Manager of Communications and Fund Development

Indirect Supervisor:

- Director of Development

Working Conditions:

Office Setting. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing (standing desk provided). Freedom of movement throughout the day. Some travel required.

Infection Prevention & Control Considerations:

This will be an in-office position and will require consistent wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.

How To Apply:

If you meet these qualifications, please submit a cover letter and resume in pdf format to: amanda.jahn@alzswp.ca (with the job title listed in the subject line).

Human Rights Code & AODA:

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Commitment to Equitable Recruitment:

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of color, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQ+.

Covid 19 Vaccination Policy:

COVID-19 vaccinations are the most effective way to safeguard the health of our employees, clients and communities in which we work. As such, this offer of employment is conditional upon the Society receiving written confirmation that you have received all recommended doses of vaccine(s) approved by Health Canada for use in Canada. The Society's requirement that you be vaccinated is subject to any accommodation obligations

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it may have under human rights legislation. Failure to provide satisfactory proof of full vaccination or information to support the reasons why a vaccination cannot be received, shall be cause for the immediate withdrawal of this offer and/or termination of your employment without notice or pay in lieu thereof.

After this condition has been met, and again subject to applicable human rights legislation, any subsequent refusal to obtain a booster or other vaccination related to COVID-19, as deemed necessary by the Society, will be considered willful misconduct and/or disobedience and will result in the termination of your employment without notice or pay in lieu thereof.

Information collected regarding your vaccination status will be collected in accordance with applicable privacy laws and solely for purposes related to your employment with the Company and shall not be used for any other purpose without your prior written consent.

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