



JOB POSTING

Fund Development Coordinator – Annual Giving

Posting Date: Friday July 29, 2022

Closing Date: Friday Aug 12, 2022

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.

Position title: Fund Development Coordinator – Annual Giving

Location: Alzheimer Society Southwest Partners – Middlesex, Elgin, or Oxford (one main location) with occasional travel to others.

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

About you:

You are an enthusiastic, highly organized people person with a passion for working with diverse groups of people, older adults, and those living with dementia or cognitive impairment. You have experience with fund development. You enjoy working with a multi-disciplinary team and utilize your excellent interpersonal skills. You are a natural with computers and your written and verbal communication skills are first-rate. You are an enthusiastic, highly organized individual with a demonstrated ability to deliver accuracy and attention to detail in your work.

Alzheimer Society

S O U T H W E S T P A R T N E R S

You manage your time well and you can problem-solve through challenging situations and unexpected circumstances

Position Summary:

In this position, the Fund Development Coordinator is responsible for the implementation of the annual giving plan, delivery of appropriate donor recognition and stewardship activities and the writing and submission of foundation and government grants. The role will support Alzheimer Society signature fundraising events as needed.

Duties and Responsibilities

- Identification of prospective grant and foundation opportunities.
- Manage grant proposal and reporting process working collaboratively across departments to compile required information.
- Manage implementation of annual giving appeals.
- Work closely with the communications staff to write and develop effective print and digital communications to support annual giving initiatives.
- 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 Fund 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.

Evaluations and Other Responsibilities:

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

Required Qualifications:

- Completed post-secondary education in Non-Profit Management, Communications, Fund Development, or related field.
- A minimum of 3 years work experience in fundraising in the not-for-profit sector.
- Exceptional written and verbal communications skills.
- Strong ability to 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.

Alzheimer Society

S O U T H W E S T P A R T N E R S

- 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.

Immediate Supervisor:

Manager of Communications and Fund Development

Indirect Supervisor:

Director of Development

Working Conditions:

Office Setting / Remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel required.

To Apply:

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: amanda.jahn@alzswp.ca (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

Commitment to Equitable Recruitment:

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North

Alzheimer Society

S O U T H W E S T P A R T N E R S

America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

Infection Prevention and Control & COVID-19 Considerations:

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

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.