



JOB POSTING

Fund Development Coordinator

Posting Date: Thursday April 4, 2024

Closing Date: When filled.

Organizational Overview:

The Alzheimer Society Southwest Partners actively supports care partners 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

Location: Alzheimer Society Southwest Partners
Middlesex, Elgin or Oxford location as a main site with some travel within all regions required.

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

About you:

You have a passion for fundraising and making a difference in your community. You are an enthusiastic, highly organized, people person with an interest in working with diverse groups of people, older adults and those living with dementia or cognitive impairment. You enjoy working with a multi-disciplinary team and using your excellent interpersonal skills. You are a natural with computers and your written and verbal communication skills are first-rate. You are creative but have a demonstrated ability to deliver accuracy and attention to detail in your work. You manage your time well and you can problem-solve through challenging situations and unexpected circumstances.

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Position Summary:

As a key member of the development team, the Fund Development Coordinator will participate in all aspects of fund development with primary responsibilities for mid-level giving and foundation and grant fundraising.

Duties and Responsibilities

- Responsible for donor cultivation and solicitation activities for individual mid-level donors and support leadership with major gift donors;
- Lead the stewardship of individuals and organizations to further strengthen Alzheimer Society Southwest Partners relationships;
- Support grant and foundation research, writing and reporting;
- Prepare compelling and effective foundation grant proposals;
- Use the donor database to track donor moves management;
- Ensure appropriate acknowledgement and recognition requirements are fulfilled for funders and individual donors;
- Prepare stewardship reports, gift agreements and other materials to support the fund development program;
- Support other Fund Development staff in the implementation of Alzheimer Society signature fundraising events;
- Support Donor Database Officer in measurement and reporting of key performance metrics;
- Contribute to overall strategy and growth of Alzheimer Society fundraising.

Evaluations and Other Responsibilities: (if applicable)

- 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 three (3) years of work experience in fundraising in the not-for-profit sector;
- Exceptional written and verbal communication skills;
- Strong ability to prioritize tasks and meet deadlines;
- Ability to work independently as well as collaboratively with staff, volunteers, donors and external organizations;
- Demonstrated ability to solicit gifts and secure grant funding;
- Proficiency with Microsoft Office 365 suite;
- Knowledge of Raiser's Edge, Luminate Online or similar non-profit CRM database;

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- Flexibility—the person in this position will be required to attend Alzheimer Society and other external events throughout the region, some of which occur outside of regular work hours;
- Valid driver's license and access to one's own reliable vehicle.

Immediate Supervisor:

Manager of Communications and Fund Development

Indirect Supervisor:

Director of Development

Working Conditions:

Hybrid: in office (office setting) / some 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: HR@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 Southwest Partners (AlzSWP) 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 collaboration and respect 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. AlzSWP 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 America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLBGTQAI+.