JA South Western Ontario | Member of JA Canada

Job Opportunity:

Philanthropy & Marketing Coordinator

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JA South Western Ontario is a member of JA Canada and part of JA Worldwide (JA), the world's largest not-for-profit organization dedicated to educating young people about business. Through the delivery of hands-on, blended learning in entrepreneurship, financial literacy and work readiness, JA empowers young people to grow their entrepreneurial ideas, hone their work skills, manage their earnings, and secure better lives for themselves, their families, and their communities.

Since 1963, schools in South Western Ontario have relied on JA to prepare young people for success in an ever-changing global economy. JA South Western Ontario is responsible for the geographic area including the counties of Essex, Chatham-Kent, Lambton, Elgin, Middlesex, Oxford, Huron, Perth, Bruce, Grey, Wellington, Waterloo, Brant, Hamilton, Haldimand-Norfolk, and Niagara.

This role reports directly to the Director, Philanthropy, and is accountable to the Director, Marketing and Communications, and plays a key role within the organization.

Under the Philanthropy portfolio, the incumbent contributes to the revenue growth and sustainability of JA South Western Ontario. This role is responsible for a variety of initiatives including grant applications, proposals, and reports, support for the organization's annual fundraising activities, donor recognition and stewardship, and support for the events portfolio. The Philanthropy & Marketing Coordinator works collaboratively across departments on sponsorship activities while stewarding relationships with new and existing donors, and provides support to the Director, Philanthropy.

Primary Responsibilities – Philanthropy (60%)

Contribute to overall revenue goals:

- Research and identify funding opportunities in government, foundations, corporations, service clubs and individuals
- Assist in developing effective and compelling solicitation packages, grant proposals and applications, letters of inquiry, and grant reports
- Monitor grants and proposals from inception to completion and provide status updates to ensure successful outcomes and deliverables within established deadlines
- Work closely with Director, Philanthropy, to monitor funded activities to ensure all deliverables will be completed as proposed in the required timeline
- Manage and maintain the grant calendar and ensure that all proposals and reports are submitted on time
- Assist with signature fundraising events as required
- Develop and execute a 3rd party and cause marketing event portfolio

Administrative Support:

- Assist with the creation and maintenance of lists for mailings, special announcements, and event invitations
- Assist with the development of presentations
- Support donor stewardship and recognition

Additional duties and responsibilities:

- Maintain accurate records in line with organizational standards and objectives
- Represent JA in the community in a positive and professional manner
- Support JA-organized events and activities as required
- Other duties as assigned

Under the Marketing and Communications portfolio, the Philanthropy & Marketing Coordinator is responsible for creating and implementing marketing and communications content, social media content, and facilitating other community outreach projects.

Primary Responsibilities - Marketing & Communications (40%)

- Prepare social media content for various platforms
- Create content for website, newsletter, etc.
- Develop marketing templates and pieces for upcoming initiatives and events
- Develop communications pieces for upcoming initiatives and events
- Gather stories and photos of the positive impact of JA programs
- Maintain records of communications content
- Update and maintain mailing lists as needed
- Other duties as assigned

Community Outreach

- Support outreach initiatives for various stakeholder groups
- Liaise with stakeholders to support outreach as requested

Education/ Experience

- Relevant post-secondary education and/or experience is required with priority given to background in Non-Profit, Business, Communications or Marketing.
- 1-3 years of relevant experience and demonstrated track record of achievement
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with customer relationship management systems such as Raiser's Edge or SalesForce, or equivalent
- Experience with marketing automation programs such as MailChimp

- Knowledge of WordPress an asset
- Knowledge of Canva or the Adobe Creative Suite an asset.
- Social Media experience in a professional setting is an asset.
- Current driver's license and access to a vehicle required, as some regional travel is expected
- Excellent organizational skills and proficient in time management
- Excellent oral and written communication skills and basic design experience required.
- Knowledge of South Western Ontario and charitable sector is an asset
- The ideal candidate will be self-motivated and flexible to work within a team and independent work environment

This hybrid position will work during regular business hours and some evenings/ weekends. Remote work from a home office anywhere in the JA South Western Ontario region is possible; however, regular attendance at one of our office locations in London (head office) or Waterloo is required, with travel as required to other parts of the region. The successful candidate must have a suitable quiet environment from which to work, with a desk and reliable and secure internet access. A laptop will be provided.

The salary range for this position is commensurate with experience $55,0000 - $65,000.

The successful candidate must undergo a Criminal Record Check with Vulnerable Sector Search.

JA South Western Ontario is an equal opportunity employer. JA South Western Ontario will not discriminate based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status, or any other grounds prohibited by the Ontario Human Rights Code.

Are you ready to contribute to JA's mission of inspiring and preparing youth to succeed in a global economy? Please submit your cover letter and resume by email to hscott@jaswo.org by December 2, 2024. The position will remain open until filled. We thank all applicants, however, only those selected for an interview will be contacted.

November 20, 2024