



## **JOB POSTING**

### **Fundraising & Administration Coordinator**

**Employment Type:** Full-time Contract

(Pregnancy and Parental leave position for 14 months)

**Job Reference Code:** NU011

**Hours of Work:** 28 hours per week, Monday to Thursday (with flexibility to work evenings & weekends)

**Salary:** \$45,533.12 to \$48,306.09 per year

**Benefits:** Red Door offers generous benefits such as Paid Vacation, Sick Time, Health & Dental coverage, Vision care, Life & Disability coverage, and an Employee Family Assistance program at no cost to you!

**Reports to:** Manager, Annual Giving & Community Engagement

**Start Date:** May 2025

**About Red Door:** Red Door is a non-for-profit organization. The mission of the Red Door Shelter is to end homelessness for each family that comes through our doors by providing safe, temporary refuge and critical services to support them in healing, rebuilding their lives and integrating back into the community. At Red Door, we strive for quality care, advocacy, collaboration, integrity, and accountability.

**Overall Responsibilities:** The Coordinator, Fundraising and Administration supports fundraising and development with events and third-party events, donor stewardship, donation processing, and database management maintenance and administration. An aptitude for using CRMs, databases, Excel, and numeracy skills, as well as written and verbal communication with donors and supporters, is required. The Coordinator, Fundraising and Administration will be working in a small team environment. Your responsibilities will include:

#### *Donor and Database Management*

- Monitor and maintain the primary fundraising email account and telephone line, responding to inquiries, following up with supporters as required, and flagging/forwarding emails/calls to appropriate team members
- Super-serve stewardship: communicate with donors, partners, and stakeholders in a timely and personalized manner (including handwritten cards); contribute to the development of creative personalized stewardship practices
- Carry out timely and accurate data entry into eTapestry, including tracking of communications and stewardship activities (phone calls, letters, attendance at events, etc.), mass updates, maintaining donor profiles, and providing general data maintenance and health checks



- Process donations and issue receipts in accordance with the Income Tax Act
- Export & import data from multiple giving platforms, including CanadaHelps, Benevity, United Way, Cybergrants, etc. as well as the Red Door website, issuing receipts/thank you letters accordingly
- Maintain 3<sup>rd</sup> party platforms (above) for: accuracy of content; troubleshooting on behalf of donors; import/export; development of and adjust to administrative processes as needed
- Timely and accurate Tribute Gift and Legacy Gift processing, tracking, and stewardship
- Monthly donors: contact monthly donors whose credit cards have expired/been declined, and support with stewardship activities (including annual tax receipting).
- Schedule and submit monthly donor gifts by electronic funds transfers payment using RBC Express
- Create queries and reports in eTapestry to extract and format data for various applications, including mailing/email lists, donor recognition, financial reporting, tracking of fundraising activities/targets
- Administrative support for direct mail campaigns, including envelope stuffing, printing letters and envelopes, sourcing supplies, etc.
- Support with mass email campaigns/communications, including creating email lists and maintaining clean, accurate data in Constant Contact
- Maintaining and developing (as needed) tracking systems of fundraising and stewardship activities
- Track and support stewardship of in-kind donations
- First point of contact with vendors and consultants working on tasks directly related to fundraising/donation processing

#### *Financial Management and Fundraising Reporting*

- Maintain fundraising expense reports
- Prepare monthly fundraising revenue reports
- Prepare fundraising reports and post-campaign analysis as requested
- Prepare monthly fundraising report reconciling with finance in accordance with Accounting Department requirements
- Prepare fundraising reports for the annual audit

#### *Grants*

- Research, manage a database of, and support outreach to foundations and corporations whose priorities align with the initiatives for which we are seeking funding.
- Write submissions and track the status of requests for funding, ensure commitments are met when funding is approved, and prepare and provide reports as required.

#### *Events and 3<sup>rd</sup> Party Events*

- Support the planning, coordination, and management of the Coldest Night of the Year winter walk, Red Door's largest fundraising event
- Support the administration of special events, including the Scotiabank Toronto Waterfront Marathon and the Constantine Yorkville Run
- Receive and process 3<sup>rd</sup> Party Event registration requests
- Support 3<sup>rd</sup> Party Event organizers by providing logos, communication pieces, event materials, and coordinating volunteers/speakers as required
- Post-event follow-up and stewardship
- Tracking of and reporting on 3<sup>rd</sup> Party events



**Qualifications:**

- Post-secondary education or equivalent relevant education and experience (education in social services is an asset)
- 2+ years' experience working with a CRM (preferably eTapestry or Raiser's Edge)
- 2+ years of fundraising experience preferably focused on individual, corporate, and foundation philanthropy audiences
- Strong communication skills
- Microsoft Office: Word, Excel, PowerPoint
- Detail orientated
- Strong computer skills
- Neat handwriting
- Familiarity with anti-racism/anti-oppression/DEIA

**How To Apply:** Please submit your application via the web link below:

[https://reddoorshelter.applytojobs.ca/fund\\_development/37332](https://reddoorshelter.applytojobs.ca/fund_development/37332)

We thank all applicants. However, only those selected for an interview will be contacted. NO PHONE CALLS, PLEASE.

**Note:** The interview process will be initiated for suitable candidates as soon as possible after receiving the application.

**Please note:** A successful candidate will be required to clear vulnerable sector screening.

***The Red Door is an equal opportunity agency that welcomes applications from all interested individuals. We particularly encourage those with lived experiences and affinities that align with our clients, as this allows us to represent their interests effectively. We also strongly invite women-identifying individuals, members of the 2SLGBTQ+ community, Black, Indigenous, and people of colour, newcomers to Canada, and individuals with disabilities to apply.***

***Please note that our main office and our Violence Against Women shelter are not fully wheelchair accessible.***