
Job Description Draft – Fund Development Co-Ordinator

Reports to: Board of Directors of Durham Outlook for the Needy

Location: Oshawa, in-office

Employment type: Part-time OR Full-time, 6-month contract

*Willing to work evenings and weekends when required.

Overview:

The Fund Development Coordinator plays a pivotal role at Durham Outlook for the Needy (DOFN), leading strategic fundraising efforts to secure the resources necessary to sustain and advance the organization's mission of serving those in need. Reporting to the Board of Directors, the Fund Development Coordinator is responsible for building and maintaining a robust revenue stream through partnerships with major donors, foundations, corporate supporters, and government entities.

This position focuses on cultivating and leveraging relationships to meet or exceed fundraising targets, ensuring DOFN's programs and core operations are sustainably resourced. The Fund Development Coordinator brings knowledge of the local, regional, and national funding landscape in Canada and applies this expertise to execute a range of initiatives, including capital campaigns, annual and special giving programs, major gifts, planned giving, bequests, and securing grants and government contributions.

Qualifications

- Three years of fundraising experience in the non-profit sector.
- Experience using data bases & CRM.
- Excellent written and verbal communication skills to draft compelling grants, deliver impactful presentations, and effectively represent DOFN while conveying the organization's mission.
- Relevant bachelor's degree
- Certified Fund-Raising Executive (CFRE) certificate is an asset.

Responsibilities

Fundraising

- Create engaging and persuasive proposals, reports, budgets, and other grant materials to inspire support from high-net-worth individuals, foundations, and corporate sponsors, effectively showcasing DOFN's achievements and goals.
- Oversee the execution of fundraising initiatives by: (1) Applying ethical fundraising principles. (2) Planning and coordinating special fundraising events outlined in the fund development plan. (3) Engaging and managing volunteers for specific fundraising projects using established practices.
- Coordinate and manage all aspects of fundraising workflows, including:
 - Setting internal timelines for gathering necessary information.
 - Maintaining schedules to ensure timely completion of deliverables.
 - Tracking progress to achieve funding targets successfully.



- Monitor and report on grant deliverables to ensure compliance and alignment with donor expectations.
- Support the development and execution of a major gifts and individual donor program to expand DOFN's donor base.
- Plan and implement creative and strategic donor engagement activities, including campaigns and appeals, to connect with new and existing supporters both online and in-person.

Maintain and Build Positive Relationships

- Understand all aspects of the organization's Mission.
- Work with the Manager of Operations, Volunteer Co-Ordinator and the Board to use impactful storytelling and communications methods to convey the power of collaborative action to external partners through social media and print media.
- Cultivate and leverage relationships with existing funders that result in meeting or exceeding target fundraising goals.
- Actively seek to deepen current donor relationships and forge new ones.
- Work alongside the manager and chair of communications to develop web, newsletter, and social media content to: market the organization; promote fundraising activities and acknowledge donors and funders.

Coordinate Strategy and Reporting

- Encourage a culture of giving and community support within DOFN, ensuring organization-wide understanding of its role in achieving our mission.
- Collaborate with the Board of Directors and management and staff team to create a fund development plan which increases revenues to support the strategic priorities of the organization.
- Monitor and report the progress of the fund development plan and goals.
- Research, evaluate, and recommend new fundraising opportunities and tactics in alignment with the organization's values, and strategic priorities.
- Develop and utilize a CRM to track donors and donations.
- Prepare fundraising reports and materials for the Board of Directors.

Compensation:

- The Fund Development Co-ordinator will be compensated at an hourly rate of \$22 to \$26 for part time work or an annual salary of \$45,000 to \$55,000 for full time work.