

Scope of Work: The Resource Coordinator will be responsible for the researching and generation of revenue prospects as well as developing and maintaining the relationship with donors to the organization including networking and public relation opportunities. This position works closely with the Executive Director, and other staff members.

Functional Responsibilities:

- Creates new funding ideas and initiatives in keeping with organizational values
- Identify and research prospective donors
- Research foundations, prepare proposal letters, grant applications and required reporting
- Provide stewardship of donors and donor recognition
- Develop and maintain marketing and communication materials/community opportunities
- Oversee maintenance of website and social media platforms
- Plan and implement fundraising activities and events including Empty Bowls Event
- Fulfills an advocacy role within the community
- Other duties as assigned

Preferred Qualifications:

- Post-secondary education required
- Three to Five years of experience in fundraising, stewardship and website/social media applications preferred
- Experience in the non-profit sector
- Excellent communication and marketing and communication skills
- High knowledge of Microsoft Office, particularly MS Word and Excel and Outlook
- Experience with Canva, Photoshop and/or Adobe Illustrator
- Skill with social media platforms including Meta Business Suite, WIX website (design, blog, updates, accessibility compliance)
- Results oriented
- Experience working with volunteers
- Able to meet deadlines
- Acceptable criminal reference check
- Valid Ontario G license and own vehicle
- Able to maintain strict confidentiality

Conditions:

This is a permanent full-time position of 37.5 hours per week at \$28.00 per hour. Office hours are normally from 8:30 a.m. - 4:30 p.m. however engagements during evening and weekends will be required. Benefits after successful probation. Employee will work in a professionally equipped office. Parking is provided. Travel around the city will be necessary.