



Project SHARE is currently accepting applications for the one-year contract position (maternity leave coverage) of Fundraising Coordinator.

Reporting to the Executive Director, The Fundraising Coordinator works to increase the revenue and awareness of Project SHARE by planning and implementing annual fundraising campaigns, creating agency marketing materials, public & media relations to increase community partnerships. The Fundraising Coordinator leads the fundraising department working closely with department staff, a volunteer fundraising committee, the Executive Director, donors, and community partners to plan and implement campaigns and generate support for our mission.

RESPONSIBILITIES

Fundraising

- Create comprehensive fundraising plan to meet annual department goals and budgets and plan for longterm growth through financial and in-kind donations
- Donor relations including recruitment, cultivation, and stewardship
- Write grants, funding proposals and funder impact reports
- Prospect research to identify potential donors
- Manage participation in Will Power campaign, and oversee planned giving strategies
- Create annual direct mail appeals (min 2/year)
- Work with department staff on event planning, execution, and evaluation
- Prepare monthly department reports for the board of directors
- Enhance the donor experience ensuring alignment and consistency in cultivation, solicitation and stewardship across mail, email, phone, and other channels
 - Increase overall revenue from and percentage of individual donors participating in monthly giving Program

Communications

- Source opportunities for new partnerships and presence at community events
- Maintain current agency advertising and marketing including continuous updates to social media, website, etc.
- Create communication materials including e-newsletters, brochures, annual report etc. with focus on digital marketing campaign

- Public speaking to media, community, and donor groups
- Coordinate local participation in Food Banks Canada and Feed Ontario provincial and national campaigns/initiatives.

Administration

- Maintain up to date fundraising policies
- Manage Donor Perfect database including creation of procedures for consistent data entry, queries, reports, and donation processing and receipting in compliance with Canada Revenue Agency regulations.
- Monitor, analyze and evaluate campaign success calculating cost per dollar raised to determine return on investment
- Create fundraising budgets, plans, surveys, and reports
- Participate in programs, activities, and special projects as requested

QUALIFICATIONS

Education and Experience

- 2-5 years' experience working in fundraising with a registered charity leading fundraising campaigns.
- Experience developing fundraising strategies.
- Post-Secondary education in fundraising, communications, public relations, marketing or related field equivalent combination of education and experience
- Demonstrated experience with donor databases, preferably Donor Perfect
- CFRE designation is an asset

Knowledge, Skills, and Abilities

- Passion for mission-driven work and personal values aligned with those of Project SHARE. Concern for and interest in issues of poverty, food security and/or social justice.
- Ability to speak publicly and communicate effectively verbally and in writing
- Skills in computer and web applications including Microsoft Office, Google sheets, Google analytics, website, and social media management
- Graphic design skills to create agency ongoing promotional materials
- Effective time management skills and the ability to be adaptable and flexible
- Exceptional project management skills to set goals and priorities, create/implement action plans and budgets, document, evaluate and learn
- Valid driver's license and current Motor Vehicle Report (MVR) indicating clean driving history and

vulnerable sector police clearance certificate required

Working Conditions

- Ability to work autonomously and as part of a team.
- On site office with a regular work week of 37.5 hours Mon-Fri. Occasional evening and weekend work required for attendance at meetings and special events, where lieu time is given.
- Flexible, versatile, and able to adapt in a changing work environment.
- Interacts with employees, volunteers, external stakeholders and management with dignity, respect, and professionalism.

Interested candidates should send a resume and cover letter to Pam Sharp, Executive Director pam.s@projectshare.ca.

Project SHARE of Niagara Falls provides essential support services that improve the lives of Niagara Falls individuals and families in need. As a non-profit charitable organization, Project SHARE has been providing emergency food and support services to residents of Niagara Falls for more than 30 years. Our emergency food services provide food to individuals in Niagara Falls who are living below the poverty line. To end the struggle against poverty and empower those in need, Project SHARE offers 16 additional programs and services including housing and utility support, health, community gardens, learning opportunities and special programs that support families at Christmas and back-to-school. The acronym SHARE represents support, housing, awareness, resources, and emergency.