



☎ 905-238-2622
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🌐 volunteermbc.org
📍 7700 Hurontario Street, Unit 601
Brampton, ON, L6Y 4M3

FUND DEVELOPMENT COORDINATOR

1-Year Contract Position #20210301FDC

Volunteer MBC is the local volunteer centre serving Peel. We fuel purposeful connections between people to respond to the most pressing social issues. Our vision is to improve lives through volunteerism. Our core values are purposeful engagement, service excellence, innovative collaboration, and inclusivity.

About the role

Purpose

The appointment of a Fund Development Coordinator is an important strategic step on the path to greater sustainability and diversified revenue for Volunteer MBC. Although starting as a part-time contract with a fixed term, the organization's vision of its future includes permanent, robust capacity for fund development. This position will appeal to an energetic person who wants to collaborate with highly committed people and make a significant difference in meeting immediate and future funding needs.

Fund development goals

- *Sustainability:* Diversify and grow donor revenue streams, activities and channels for donor and supporter engagement
- *Funds:* Grow revenue from all constituencies that are not government
- *Donors:* Grow the number of people and organizations that support Volunteer MBC in various ways and renew them annually
- *Capacity:* Expand permanent capacity to plan, execute, evaluate, and refine fundraising and related activity
- *Culture:* Help grow a lasting culture of philanthropy within Volunteer MBC
- *Team:* Add to the strength of the entire, passionate team

Ideal Candidate

In addition to relevant qualifications and experience, the ideal candidate will be enthusiastic about volunteerism, the value of community impact organizations, and revenue generation as an integral part of how Volunteer MBC achieves its mission and vision.

Qualifications

- BA in public relations, marketing and/or fundraising or equivalent
- Knowledge and understanding of contemporary annual fundraising programs

Experience

- Conducting annual fundraising through multiple channels
- Managing and creating donor communications
- Creating proposals
- Prospect identification and research
- Direct solicitation of groups, businesses, or individuals for support
- Using donor management CRM database including generating customized reports
- Solid understanding of the Mississauga, Brampton, Caledon business and donor community
- Strong working knowledge of the not-for-profit sector



VOLUNTEER MBC
MISSISSAUGA • BRAMPTON • CALEDON
care • community • connection

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- Employment showing progressively more responsible position

Skills and capacities

- Excellent English oral and written communication skills
- Ability to multitask and to deal with many interruptions and critical deadlines
- Proficient in office productivity software – Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Proficient with utilizing a CRM database
- Flexibility in hours including some evenings and weekends as deadlines require
- Self-starter who expects to be held accountable for activity and results
- Eager to be part of a team and operates with a commitment to the success of their colleagues
- Strong work ethic and discipline to meet deadlines and execute agreed-upon plans
- Effective prioritizing and organizational skills including documentation of work and tasks

Duties and Responsibilities

Fundraising management

In collaboration with the Executive Director:

- Collaborates on strategy and creation of a written annual revenue generation plan and budget for a range of revenue channels and initiatives appropriate for Volunteer MBC
- Coordinates execution of the plan
- Manages major gift strategy with the Executive Director
- Ensures timely, accurate reporting on fund development activity and results
- Organize and participate in Fund Development/Events Committee meetings and ensure specific assigned tasks are being completed
- Collaborates with Marketing & Communications on selected donor-facing communications
- Collaborates with a team of staff and volunteers on staging events and is particularly responsible for securing sponsorships and gifts of products and services.

Direct fundraising

- Carries a portfolio of direct relationships to cultivate, solicit, and maintain
- Works with Executive Director and Fund Development Chair and committee to
 - cultivate, solicit, maintain, and grow corporate and service club funding
 - conduct prospect research
 - sell event sponsorships and secure gifts
- Prepares sponsorship, funding opportunities and proposals to individual donors, corporations, service clubs, etc.
- Coordinate Grant Management opportunities in Volunteer MBC GiveLife 365 CRM
- Prepare standard template material, etc. to secure support for the centre's outreach, membership, learning centre and programming services.

Donor care & communications

- Execute the donor Engagement Strategy developed in the plan
- Coordinate material and work with ED and Marketing & Communications team for selected donor materials
- Works with the Director of Operations to thank and receipt donors in a timely manner



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Parameters

Volunteer MBC is an equal opportunity employer committed to diversity, equity and inclusion, and we are committed to continually learn, develop and integrate this into the culture and practices of our organization. Please let us know of any accommodations we can provide for accessibility and inclusion.

Time commitment and location

- Estimated start date: April 15, 2021
- Contract position, 24 hours per week (average) for 12 months
- Mostly virtual from your home, therefore computer skills and a reliable high-speed internet connection are required

Compensation

- Up to \$30.00 per hour depending on qualifications and experience.

How to Apply

Applications will be accepted no later than **April 6, 2021 at midnight**. Interviews will be held virtually on a rolling basis as applications are received, so we encourage you to apply as soon as possible.

- Please submit your cover letter/resume by email to jobs@volunteermbc.org by **April 6, 2021**.
- Please include Job ID **#20210301FDC** in the subject line of the email.
- We thank all interested applicants, however, only those selected for an interview will be contacted.