



SENIOR COORDINATOR, FUNDRAISING & DONOR RELATIONS

JOB PURPOSE

The Senior Coordinator, Fundraising and Donor Relations is a key member of the Paralympic Foundation of Canada (PFC) and the Canadian Paralympic Committee (CPC) Revenue Generation team who provides exceptional service to our current and prospective donors.

The Senior Coordinator, Fundraising and Donor Relations will play a key role in our fundraising initiatives and our donor communication activities.

Type: Full - Time

Reports To: Manager, Major Gifts and Campaigns

Location: Ottawa

Primary Responsibilities

- Contribute to the creation and implementation of PFC annual donation campaigns including, but not limited to:
 - Direct mail campaign(s)
 - Family and friends campaign(s)
 - Alumni campaign(s)
- Create and implement annual support materials and activities in connection with cause marketing campaigns
- Manage the PFC's donor database ensuring data integrity to facilitate donor engagement and relationship building; and providing support to others in the systems capabilities as required
- Coordinate and implement, in collaboration with CPC's Communication and Brand team, donor communication initiatives including, but not limited to:
 - Gift acknowledgements
 - Electronic and print newsletters
 - Donor recognition



- Assist in the creation and production of annual reporting documents in collaboration with CPC's Communication and Brand team such as Campaign Reports and Annual Reports
- Lead all general telephone and electronic inquiries
- Create materials to support fundraising activities, including proposals, presentations, briefing notes and correspondence, working with the support of the CPC Communications team
- Develop and manage the expense budget for campaign activities
- Energize, motivate and inspire all those involved in campaigns to help to achieve fundraising goals
- Other duties as required

Qualifications

Education

- A degree or diploma in a relevant discipline, or a combination of training and related experience.

Knowledge and Skills

The successful candidate will possess the following professional experience and qualifications:

- Demonstrated knowledge and ability in the areas of philanthropy and communications
- Exceptional interpersonal abilities, with the ability to lead and mobilizing others
- Excellent business writing, verbal and presentation skills, in both official languages
- Ability to work with autonomy, multi-task and to effectively establish priorities and meet deadlines
- Knowledge and demonstrated skills in the areas of fundraising database and/or CRM software
- Skills in office applications for email, project planning & tracking, design software, video software, word processing, and presentation development
- Demonstrated ability to work effectively and collaboratively with both internal and external colleagues (e.g. CPC peers & superiors, stakeholders, sub-contractors)
- Knowledge of the sport system considered an asset



Experience

- A minimum of 3 years' experience in a similar role within a non-profit organization or charity
- Proven experience in developing and maintaining relationships with donors and prospective donors

Personal Characteristics

- Results-oriented
- Strategic
- Systematic and organized
- Cooperative, team player, collaborative
- Active Listener; understands requirements before leaping to action
- Possesses an exception front-line service focus
- Outgoing, develops interpersonal relationships easily
- Ability to engage and build relationships with donor
- Creativity and innovation

Values

- Exemplifies our organizational values
 - Excellence
 - Integrity
 - Focus
 - Team

Working Conditions

- Work is primarily in an office environment
- Overnight travel and off-site work may be required (e.g. Games, meetings with clients, special events, etc)
- Will be required to work evenings and weekends during busy periods, including Games and other special events

Application Process

Interested applicants can apply through the following link:

<https://paralympic.bamboohr.com/jobs/view.php?id=10> by no later than Friday **July 13th, 2018.**

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin,



citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

CPC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.