



JOB POSTING

Position Title: Fundraising and Marketing Coordinator
Job Type: Temporary Full-time
Hours: 72 hours bi-weekly
Location: Hybrid: 681 Oxford Street, Sarnia and ability to also work from home
Date Posted: August 3, 2022
Closing Date: August 10, 2022
Start Date: Approximately August 29, 2022
Length of contract: To August 31, 2023

Summary of Position

Under the general direction of the Executive Director and as a member of our leadership team, the Fundraising and Marketing Coordinator is responsible for the development and implementation of the fundraising and marketing strategy for Women's Interval Home of Sarnia-Lambton Inc. They are integral in the development of the fundraising strategy and sets priorities, goals and budgets, and researches and identifies potential donors.

Other tasks include maintaining donor databases, overseeing donor relationship coordination, working with the fundraising committee, and overseeing event planning and campaigns as needed. Additionally, the Fundraising and Marketing Coordinator is responsible for onboarding and maintaining a robust volunteer base. They are also responsible for raising awareness of gender-based violence, domestic violence, and intimate-partner violence within the Sarnia-Lambton community.

Requirements

- Completed post-secondary education in fundraising, business, marketing or a related field; or an acceptable combination of education and progressively responsible experience.
- Minimum three (3) years of previous experience with fundraising, campaign management and major gifts (required).
- Proven success with managing major gifts, corporate sponsorships and grant applications.
- Comfortable in soliciting and stewarding donors and sponsors.
- Sound knowledge of gender-based violence, domestic violence, sexual violence, and human trafficking.
- Sound knowledge of anti-racist, anti-oppressive, equitable and inclusive approaches to providing services in our community.
- Experience overseeing a team of volunteers.
- Excellent written, verbal, and communication skills and knowledge and skills to manage social media.
- Able to lead and implement annual large fundraising events, International Women's Day event, work with partner agencies to plan and execute annual vigil commemorating National Day of Remembrance and Action on Violence Against Women in Canada.
- Hold a valid driver's license.
- Provide proof of COVID-19 vaccinations.
- Clear vulnerable sector police check.

Please submit resumes to the Director of Services (alison@womensintervalhome.com)
by August 10, 2022 at 4:00 p.m.

Women's Interval Home of Sarnia-Lambton Inc. is an equal opportunity employer and in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), wherever appropriate, support will be provided in the recruitment process and accommodations for disabilities will be provided upon request. Women's Interval Home has a mandatory COVID-19 vaccination policy in effect.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.