



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Fund Development Coordinator

Job Summary:

Times Change is looking for an experienced Fund Development Coordinator with a proven track record in identifying and soliciting prospects, building relationships, closing major gifts and partnership agreements, and designing and managing fundraising initiatives. Working with the fundraising committee and other staff, you will be responsible for developing, monitoring and maximizing the revenue of the agency. You will use your passion for fundraising to work with diverse stakeholders, including corporate and private partners, board members and staff to help carry out the mission statement of the organization.

Responsibilities:

- Developing and managing a portfolio of corporate partners/sponsors, foundations, planned giving, major gifts donors, and other prospects
- Researching and identifying potential partnership/donor opportunities in line with current funding guidelines
- Developing partnership/donor proposal letters, partnership plans and agreements, and writing grant applications
- Maintaining partner/donor relationship records, ensuring partner/donor benefits are delivered, and monitoring performance outcomes to assess the effectiveness of fundraising initiatives; meeting yearly fundraising targets and reporting deadlines
- Executing exceptional recognition and stewardship experiences for partners/donors, including inspiring impact reports, events, tours, newsletters, media coverage/promotion, meetings, and other special communications
- Promoting partnership/donor opportunities via our website, social media, and other avenues
- Planning for succession, including developing training manuals and training our staff to identify prospects, build partner relationships, and design and manage fundraising initiatives

Qualifications:

- Undergraduate degree/college diploma with 3-5 years of demonstrated experience in the fundraising cycle, successfully closing gifts and achieving revenue goals at the five-to-six-figure dollar level
- Excellent interpersonal and relationship-building skills with ability to communicate our organizational vision to diverse partners/donors

- Exceptional writing ability: able to write concise and compelling letters, copy and fundraising grants in a timely manner; open to feedback from many, but not necessarily dependant on the edits and rewriting of others
- Established networks in the corporate sector and knowledge of prospect development and foundation applications is an asset
- Strong project and budget management skills and ability to work in a deadline and goal-oriented role to achieve yearly revenue and reporting targets
- Self-starter with problem-solving, critical thinking and creative-thinking skills to develop unique partner/donor opportunities and programs
- Organized and experienced with systems used to identify and record donor information
- Passion for helping non-profit organizations achieve and/or exceed their financial goals and enhance their capacity to fulfill their mission
- Ability to manage confidential information with tact and sensitivity
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Certificate in fundraising management/CFRE or equivalent is an asset

Hours: 24 hours per week (part-time/temporary). Freelancers are welcome to apply.

Pay: \$29.74 per hour (plus extended health benefits after 3 months)

Start Date: As soon as possible

Please email your résumé and cover letter to: [hiring@timeschange.org](mailto: hiring@timeschange.org)

Cover letters are to be addressed to: Hiring Committee

Application Deadline: Friday, March 27, 2020 by 5:00 p.m. We encourage you to apply early! Applications will be reviewed as we receive them and interviews scheduled immediately.

No phone calls or email inquiries please.

We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team.

As an agency providing front line service to women, only those who identify as women will be considered.

We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.