

# Fixed-Term Contract: Job description: Communications & Fundraising Coordinator

## Position Summary

Founded in 1974, Times Change Women's Employment Service is a non-profit, community-based agency dedicated to providing women with a wide range of employment services, such as career counselling, digital skills training and opportunities to network with employers.

Are you a creative and mission driven communicator with a desire to make a positive and lasting impact in the lives of women? Are you seeking a nonprofit career in marketing, communications, digital engagement, and fundraising?

The Communications & Fundraising Coordinator plays an integral role in bringing fundraising and donor engagement initiatives to life, while supporting the growth of our donor and supporter base. This role supports the Communications Specialist/Manager by implementing and coordinating the organization's communications, fundraising campaigns, donor engagement, and external communications designed to strengthen community awareness and increase the financial sustainability of the organization. This is an exciting role for a creative woman who seeks to work in a professional environment that is collaborative, supportive, and committed to supporting feminist ideals.

## Key Responsibilities

- Project manages fundraising and membership campaigns by coordinating multi-channel communication and fundraising initiatives.
- Support the implementation of the digital marketing and outreach strategy to increase the client base by promoting programs and services.
- Contribute to fundraising success by maintaining donor and membership database, tracking performance, and preparing donor reports.
- Create impactful content by writing and designing compelling digital and print content (newsletters, social media posts, email campaigns, digital assets, brand templates, flyers).
- Support success of digital communications and fundraising campaigns by monitoring and reporting on engagement metrics (e.g. email open rates, social media analytics, website traffic)

- Help plan and execute fundraising, development and outreach events (virtual and in-person)

## **Qualifications**

### **Education & Experience**

- Relevant postsecondary diploma or degree in Fundraising Management, Nonprofit Management, Communications, Marketing, Public Relations or related field.
- 3+ years' relevant experience in nonprofit charitable sector in communications and/or fundraising role.
- Experience with donor management systems (e.g., Zeffy, Canada Helps, Benevity).
- Nimble with digital communication platforms, techniques, and tools (e.g. Zoom, Microsoft 365, Canva) with an aptitude and willingness to learn and work with new technologies.

### **Skills, Competencies & Attributes for Success**

- Excellent written and verbal communication skills.
- Advanced proficiency in Microsoft Excel.
- Highly organized with attention to detail.
- Proficiency in social media platforms and email marketing tools.
- Comfortable cocreating and collaborating with cross-function teams.
- Sound judgement and ability to maintain confidentiality with donor information.
- Resourceful, adaptable, and open to learning.
- Second language proficiency is an asset.
- Passionate about advancing gender equality and inclusion.

### **Position Details**

- Status: Fixed-term contract employee position
- Hours: 35 hours per week
- Wage Range: \$25 - \$28 per hour commensurate with experience and education
- Start Date: July 1<sup>st</sup>, 2026

- End Date: March 31, 2027, with the possibility of extension
- Location: 2 Carlton Street, Suite 701, Toronto
- Working Arrangement: Hybrid (on-site 2 days a week) with some flexibility required for special events. Must be equipped to work remotely with adequate internet capabilities and privacy.
- Vacation Time: Three weeks per annum (accrued based on 6% of gross pay)
- Sick Leave: Paid sick leave provided in accordance with organizational policy and applicable employment standards

This is a fixed-term contract with the possibility for renewal.

### **APPLICATION DETAILS**

**TO APPLY:** Please email your resume and cover letter to [hiring@timeschange.org](mailto: hiring@timeschange.org) with the subject line **Communications & Fundraising Coordinator** addressed to **The Hiring Committee**. *Note: only applications that are submitted following the outlined hiring process will be considered.*

Application Deadline: Wednesday June 10th, 2026

The hiring process is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy. 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 are qualified and identify as women will be considered (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code).