



Internal/External Job Posting

Temporary Full Time Non-Union Position

Fundraising Coordinator

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square km, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Overview

Reporting to the Executive Director of the GRCF, this position is responsible for developing and implementing strategies and progressive initiatives that support the acquisition, retention and continued engagement of donors in fundraising for the GRCF to support GRCA programs and projects.

Specific Accountabilities

- Working in collaboration with the Executive Director and the GRCF Board, develop a fundraising strategy and plan for fundraising activities.
- Coordinate and administer existing fundraising programs including but not limited to memorial benches, Give Grand, Planned Giving, and the new Guelph Lake Nature Centre. Evaluate program effectiveness, identify opportunities for improvement, and develop new programs with direction from the Executive Director and the GRCF Board.
- Develop an annual giving program, with a focus on growing monthly giving and mid-level giving to support pipeline development. Coordinate and execute all aspects of the Foundation's annual giving program.
- Ensure compliance with the GRCF's policies, including but not limited to Gift Acceptance Policy, Donor Naming Opportunities Policy, etc.
- Research and prepare grant applications to corporations, foundations, grant agencies, direct mail, special events, charitable donations, memorial and planned giving.
- Liaise with GRCF board members, GRCA staff, current and prospective donors, and partners regarding campaign monitoring and project reporting where necessary.
- Coordinate the content development for donor communications. Work with the GRCA's Communications department on content development and a posting schedule for digital/social media platforms, including branding, advocacy, press releases, annual reports, brochures, scheduling, events, objectives, performance, and channels.
- Develop a donor relations strategy and produce associated content to implement the strategy such as gift acknowledgements, thank-you letters, newsletters, impact statements, blog posts, press releases, publications, web and marketing copy, speeches, annual report content, announcements, scripts, and various other communications.
- Prepare and coordinate all stages of writing and proposal development for a variety of gift proposals (e.g. sponsorships, partnerships, major gifts) and fundraising appeals (e.g., annual gift requests).

- Develop proposal submissions and coordinate the refining and distribution of fundraising appeals. Prepare covering documents and associated materials for proposals.
- Support Foundation programs and events as needed.

Technical Accountabilities

- Bachelor's degree in Business, Marketing, Communications or other related discipline, with certification in fundraising. Certified Fund Raising Executive designation is considered an asset.
- Minimum of three (3) years of related experience in a fundraising role, including demonstrated success with grant proposals.
- Strong leadership and interpersonal skills to drive collaborative projects and decision-making.
- Superior writing skills and verbal communication skills, including superior customer service attributes, a professional demeanour and a positive attitude.
- Knowledge of best practices and applied skills in fund development methods and techniques, and persuasive writing.
- Knowledge of current trends in digital engagement and strategy for non-profits.
- Ability to work independently and prioritize tasks with strong attention to detail.
- Demonstrated project management and time management skills.
- Computer literacy and proficiency with Microsoft Office programs and relevant digital platforms. Knowledge of Income Manager or other similar databases is considered an asset.
- Valid G License is required and ability to travel throughout the watershed.
- This position may require some evening and weekend work

Competencies and Abilities

Professional Judgement: Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to ambiguous situations, and discretion in dealing with confidential information.

Integrity/Ethics: The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

Team Work: Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to build partnerships and alliances with peers, donors, partners, staff and GRCF board members.

Goal /Action-Oriented: The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism. Effective problem solving and collaboration skills. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers, as well as donors and partners. Develops and maintains effective relationships and ensures

good communications with stakeholders. Must possess strong customer service skills and the ability to respond to public inquiries with knowledge, tact and enthusiasm.

Leadership: A high level of personal and professional excellence including the ability to align personal and organizational values. Demonstrated ability to be innovative, flexible and entrepreneurial.

The annual salary pay range for this position is Job Level F \$60,229 to \$73,278 /35 hours per week

Approximate Start Date: April 2021

Term of Employment: One Year with a possibility of a contract extension

To Apply

Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Fundraising Coordinator"

Deadline for Applications: 4:00pm Wednesday March 17, 2021

Accessibility accommodations are available for all parts of the recruitment process. Applicants please communicate your needs in advance.

We thank you for your interest, however only candidates under consideration will be contacted.