



FUND DEVELOPMENT COORDINATOR

Permanent Full-Time

Role Description

Reporting to the Senior Manager, Fund Development, the **Fund Development Coordinator** is responsible for supporting the execution of all activities of the Fund Development team, including supporting individual, corporate and foundation giving streams, as well as direct mail and digital programs. They will execute on the planned giving program, including donor communication and estate administration, and support the execution of the fund development stewardship program.

As a key member of the Fund Development team, the Fund Development Coordinator will utilize planning, organizing, communication and creative skills to provide administrative and coordination support to the fundraising team – VP, Fund Development; Senior Managers; President and CEO; and Development Officer. They will interact closely with the Marketing and Community Services teams in supporting the efficiency of the Fund Development department.

The successful candidate will develop a keen knowledge of all ALS Canada programs and impacts, and build strong internal relationships within the organization.

What You Will Do:

Administrative Assistance to the Fund Development Team

- Support the Fund Development team to successfully cultivate, solicit and steward donors and prospects to meet the fundraising goals
- Work closely with the Data Management team to perform key data management functions— assigning solicitors, capturing contact and relationship information, entering pledges, for core groups of donors such as monthly, mid-level and major donors and prospects
- Assist in coordinating donation coding records; recording inclusion or exclusion in direct mail packages as required, including type, attributes and constituency codes
- Provide administrative assistance, pertaining to donor call scheduling and booking
- Support key stewardship mailings to higher yield annual donors
- Prepare donor stewardship letters

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- Provide administrative support for proposal packages; peer-to-peer fundraising campaign; monthly e-newsletters; social media communications calendar; marketing materials and blogs; meeting and event logistics coordination
- Maintain accurate donor records and databases
- Prepare gift agreements and acknowledgements, reports, pledge reminders, invitations, and other communications
- Assist with the development and maintenance of a proposal library
- Collate and extract donor record information from RE upon request
- Provide back up to the Data Management team in processing and mailing donor thank you and acknowledgement letters

Planned Giving & Tribute Giving Programs

- Incorporate the ALS Canada vision, mission and values in the planning and execution of the planned giving and tribute programs
- Regular analysis and reports of ALS Canada database to identify planned giving prospects for cultivation
- Receive and handle customer service requests from the general public regarding planned giving and tribute giving, sending materials to prospects and donors while ensuring proper recording of information
- Receive and administer all estate files and gifts of stock, coordinating data entry, scanning documents, and coordinating signatories
- Liaise with the Marketing team regarding planned giving and tribute giving materials and activities
- Send out tribute and condolence cards
- Stay current with industry trends and use best practices in major gifts and planned giving programs

Donor Service & Stewardship

- Collaborate and support the Development Team to honour, retain and grow financial objectives through ensuring donor satisfaction throughout the entire duration of the gift / pledge term
- Identify and create meaningful experiences for donors and increase engagement with ALS Canada
- Develop and execute donor cultivation plans, solicitation strategies and stewardship journeys for mid-major and major gifts as required
- Ensure smooth day-to-day implementation of stewardship initiatives through close collaboration and coordination with others in the Fund Development and across the organization team
- Responsible for updating and ensuring accurate data of donor relations and stewardship activities in the Raiser's Edge database
- Identify high value fundraisers requiring additional stewardship within the organization
- Work closely with the Senior Manager to ensure that donors are receiving stewardship
- Coordinate events and recognition awards to recognize major donors
- Act as an important point of contact for philanthropy-related inquiries
- Prepare and distribute reports and presentation materials using platforms such as Microsoft Word, Excel, Raiser's Edge NXT, and PowerPoint etc.

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Prospect Research and Data Management

- Conducting prospect research, including identifying and qualifying individual, corporate, foundation, and planned giving prospects using publicly available information, as well as by mining data from internal sources (Raiser's Edge) and prospect databases
- Produce in-depth, well-written, confidential snapshots, profiles, and briefing documents to inform fundraising activities at all company levels.
- Regularly update and maintain the prospect module, donor records, and prospect lists in our donor database, Raiser's Edge, and prepare pipeline and activity reports as required
- Support donor and prospect research activities and clearance processes

Other

- Expense coding and reporting as required
- Act as an Ambassador and attend events as required

What we are looking for:

- Completion of post-secondary degree/ diploma in a relevant field or equivalent relevant experience
- Minimum of 2 years' experience in administration, customer service and/or project management
- Ability to achieve in a fast-paced environment, where attention to detail and organizational skills are paramount while meeting deadlines
- Excellent public relations and interpersonal skills and the ability to interact with donors, volunteers, staff and the general public
- Strong computer skills including word processing, mail merges, spreadsheets, and database/information management.
- Independent self-starter with negotiation skills and high initiative
- Ability to work both independently and in a team setting
- Ability to receive constructive feedback, take coaching
- Ability to identify and manage risks
- Ability to positively adapt to and manage change
- Ability to build successful working relationships with internal and external partners
- Able to respect and maintain a high degree of confidentiality
- Possesses discretion, compassion, and emotional resilience
- Inherent demonstration of ALS Canada core values: accountability, collaboration, compassion, integrity, resiliency, respect

Preferred

- Experience working in not for profit or health charity
- Experience working with Raiser's Edge NXT
- Ability to speak and/or write in French

Special Considerations

- Due to COVID-19 Guidelines, this is a hybrid role with in-office requirements on an ad-hoc needs basis. We are closely monitoring the evolving situation and the working environment may change in the future.

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- ALS Canada requires all staff members to be fully vaccinated, unless they are unable for protected reasons under the Human Rights code. Staff will be asked to sign our Vaccine Policy and submit a copy of their vaccination certificate
- Extended hours and weekend work required from time to time
- Some travel may be required to attend donor or community events
- Some lifting, packing, and carrying will be required in this role

Apply Today!

Submit a cover letter and resume in pdf format jobs@als.ca. Please be sure to indicate the job title in the email subject. Applications will be reviewed on an ongoing basis until the position is filled.

ALS Canada would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

Why join ALS Canada?

A charitable organization that lives its values of accountability, collaboration, compassion, integrity, resiliency and respect, ALS Canada works with the ALS community to improve the lives of people affected by amyotrophic lateral sclerosis through support, advocacy and investment in research for a future without ALS. Fully funded by donors, we were fortunate to benefit from the generosity of Canadians during the Ice Bucket Challenge of 2014, and are now focused on implementing our 2018 to 2023 strategic plan in support of the following long-term impacts: people affected by ALS receive the best possible standard of care; more treatments are available to improve quality of life and extend lifespan; and people are empowered to make informed decisions about ALS.

Our world is challenging. The people we serve are dealing with a devastating illness. But in the midst of it, their resiliency and spirit is remarkable and moving. You will be touched by the community and will find a way to naturally and effectively engage.

ALS Canada is committed to accommodating the individual needs of job candidates, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ALS Canada is committed to accommodating applicants with disabilities within our recruitment processes. Please contact the HR department at jobs@als.ca if you require an accommodation during the recruitment process.

ALS Canada is committed to being an equitable employer, we strongly encourage people from equity seeking groups to apply.