



FUND DEVELOPMENT CO-ORDINATOR ROLE DESCRIPTION & POSTING

Fund Development Co -Ordinator Posting

Is the idea of coordinating fundraising campaigns appealing to you?
What about running event based fundraising activities?

Would you consider yourself comfortable and confident managing stimulating fundraising campaigns on Facebook, Instagram, Twitter and other Social Media Platforms?

Does the thought of contributing to the creation of a stronger community get you excited?

If you have the leadership skills, drive, and inventiveness to manage a fundraising portfolio

It's Time to Join our Team!

The Fund Development Co-Ordinator will be responsible for the development and implementation of fundraising strategies, planning and running fundraising events, and for social media presence in support of the Society of Saint Vincent de Paul's mission and achieve annual fundraising targets.

Key Responsibilities:

- Outreach to current and prospective donors
- Coordinate and execute special events
- Develop and publish content for annual report, website, newsletters
- Develop and implement social media campaign
- Manage On-line and Social Media donation activity
- Cultivate new and existing relationships
- Maintain the integrity of donor data
- Achievement of annual fundraising goals

Skills and Experience Required:

- Previous fundraising experience and event planning
- Previous experience facilitating donor and partner relationships
- Superior communication skills
- Excellent interpersonal skills with ability to connect, build and maintain a range of relationships
- Social media savvy
- Leadership skills and knowledge of community resources

Fund Development Co -Ordinator (FDC) Role Description

In support of the Society of Saint Vincent de Paul's mission, the Fund Development Co-Ordinator will be responsible for development and implementation of fundraising strategies, planning and running fundraising events, developing a social media presence and achieving annual fundraising targets for their Council or Conference.

Key Responsibilities:

- Outreach to current and prospective donors
- Coordinate and execute special events
- Develop and publish content for annual report, website, newsletters
- Develop and implement social media campaign
- Manage On-line and Social Media Donation activity
- Cultivate new and existing relationships
- Maintain the integrity of donor data
- Achievement of annual fundraising goals.

Your Council could approach your Marketing/Communications/Social Media Director to also take on the role of Fund Development Co-Ordinator.

The FDC has the opportunity to communicate with other FDCs across Canada and share information nationally.