

FUNDRAISING, GRANT WRITER & DEVELOPMENT COORDINATOR

Chilliwack Academy of Music

Full Job Description

Reporting to the Executive Director, the Fundraising and Development Coordinator holds a key function in meeting annual fundraising targets, attracting and maintaining a body of funders, donors, sponsors and partners in order to raise the funds required to meet the Society's specific annual operating and program goals. The Fundraising and Development Coordinator works closely with the Executive Director in the planning and development of strategies and initiatives to meet the financial targets for the Society.

ROLE RESPONSIBILITIES

Fundraising

- Responsible for the funder engagement and building relationships with the key funders including sourcing, writing and submitting grants, grant reports, letters of inquiry, sponsorship packages and case for support documents within the deadline
- Effectively keep track of relevant funding deliverables, report deadlines, and defined outcomes for each new grant received
- Maintains an accurate database on interactions with granters, sponsors, donors, members and funders
- Works closely with the Executive Director and Committee on governance materials, capital campaigns and other relevant funding directions
- Communicates accomplishments of existing programs to funders through reports and write acknowledgment letters as needed
- Tracks and reports on quarterly funding metrics
- Works communications on fundraising projects/campaigns, briefs, and events, including drafting on-line content, social media posts, storytelling and other relevant activities
- Responsibilities may expand or change as this position evolves

Donor Stewardship

- Cultivates, acquires, and engages donors. Regularly reviews donor retention and develops strategies to increase the donor database and secure corporate and major donors.
- Creates and oversees annual donor campaigns – winter/summer
- Appeals to various donor levels using segmented lists created by Fundraising and Development Coordinator through well-developed engagement plans, donor campaigns, events and recognition.

Member Stewardship

- Oversees membership programs including securing members and engaging members through regular communication and member events.

QUALIFICATIONS

Education, Training and Experience

- Degree, diploma or certification in Fundraising, Philanthropy, Business Development, Communications, a related discipline, or relevant experience/education.
- Minimum 2 years of experience in a position of similar responsibilities and activities, preferably in a non-profit setting, or a minimum 1-year experience in successfully meeting significant fundraising goals in an organization of similar size, status and with similar challenges.
- Proven track record of securing a grant(s) is desirable.
- At least 1 year grant writing experience, including government, foundation, and corporate proposals.

Skills and Abilities

- Ability and desire to approach members of the funding, corporate and business community to interpret and sell projects and ask for funding, sponsorships, donations or partnerships.
- Organized and excellent time management skills, high-level of accuracy and attention to detail.
- Self-directed and self-motivated with a strong sense of responsibility and commitment.
- Exceptional communication skills including written and verbal communication skills, communicating from a brand and narrative.
- Strong interpersonal, communication and leadership skills with collaborative work style.
- The ability to demonstrate cultural competence, and exhibit respect for diversity.
- Ability to work both independently and in collaboration with development team members as well as other diverse stakeholders including program staff, executive staff, funders, and external partners.
- Ability to identify, understand, and articulate program needs and outcomes in collaboration with executive staff.
- Experience writing for social media in a marketing or fundraising context.

Job Type

- Part-time 20-hour week

Salary

- \$ per hour depending on experience

Benefits

- Casual dress
- Flexible schedule
- Flextime
- On-site parking
- Work from home