

## INTERNAL/EXTERNAL CONTRACT POSTING

### FUNDRAISING AND COMMUNICATIONS COORDINATOR

Non-unionized, part-time- 25 hour/weekly, 3 month contract.

#### **Scope**

Nelson House of Ottawa Carleton is a first-line shelter for women and their dependents fleeing violence. In addition to being a fifteen-bed shelter, we provide a 24-hour crisis line, counselling and support, children's programming, and transitional support services.

We are seeking a highly motivated, self-driven, team player with extensive experience fundraising in the non-profit sector. The Fundraising and Communications Coordinator will work 25 hours weekly for a short-term, 3-month, contract with the possibility of renewal.

Reporting directly to the Executive Director the Fundraising and Communications Coordinator (FCC) will be responsible for evaluating current fundraising and grant processes and developing a fundraising plan. The strategic fundraising plan will include marketing and communications strategies, a quarterly newsletter, events coordination, a donor relations plan, grant development and management planning, and other initiatives to support Nelson House's need to diversify funding sources and build sustainable long-term financial stability.

#### **Requirements:**

University degree in a related discipline or equivalent Community College accreditation

Minimum 3 years experience in a not-for-profit or charitable sector with fundraising responsibilities

Demonstrated success including securing major gifts.

Exceptional writing skills including report and proposal writing, innovative presentation skills, and development of public relations and promotional materials.

Oversight of social media and digital platforms, ensuring up-to-date/accurate information and effective use of digital platforms for fund development initiatives (communications calendar e.g.).

Computer proficiency, internet and e-mail fundamentals and a working knowledge of software programs including Microsoft Word, Publisher, PowerPoint and Excel, Mail Chimp, WIX.

Experience in databases or fundraising software and graphic design (Canva) is considered an asset.

Demonstrated experience with media relations and event planning.

Excellent organizational, written and verbal communication skills.

Strong knowledge of and commitment to women's issues and the dynamics of violence against women and children utilizing a feminist, anti-racist, anti-oppressive framework.

Certified Fund Raising Executive (CFRE) designation is considered a strong asset; remuneration will be commensurate with certification.

**Employment Requirements:**

Working daily with some flexibility in order to meet the demands of the position. Hybrid onsite and work from home.

Attendance at Fundraising Committee meeting.

Vulnerable Sector Police Records Check.

Fully vaccinated for Covid-19.

Pay: Commensurate with experience and comparable market. Prorated appx \$50,000/annual.

**Closing Date:** once filled

**Start date:** as soon as possible

Please send your resume including cover letter in confidence to:

Christy Savage

Executive Director

Nelson House of Ottawa Carleton

Executive.Director@nelsonhouse.on.ca

We are committed to diversity and inclusion and in keeping with this principle, we encourage Indigenous women, immigrant women, women of colour, women with disabilities, lesbians and trans\* people to apply.

\*Trans people are all people who identify as trans, non-binary, gender fluid and gender non-conforming.