

JOB DESCRIPTION- Development Support Coordinator

TITLE

Development Support Coordinator- 3 Days/Week FTE

REPORTS TO

Director of Development

SUMMARY

As an integral member of the KBRH Health Foundation, the Development Support Coordinator will be primarily responsible for supporting the overall operations of the Foundation as it relates to event coordination, sponsorship engagement and recruitment, and front line donor engagement. As a member of the Foundation's team, the Development Support Coordinator will play an important, hands-on role in the day-to-day operations that support key fundraising activities of the KBRH Health Foundation. Key to the success of this position is the ability to build relationships, learn, multitask and prioritize donor engagement, as well as work in an efficient manner.

CORE COMPETENCIES

- Relationship Building & Networking
- Communication
- Team Work
- Adaptability, Flexibility & the Ability to Work Unsupervised
- Accountability & Dependability
- Accuracy, Quality and Detail Oriented
- Time Management
- Decision Making & Judgement
- Ethics & Integrity
- Analytical, Problem Solving Skills

KEY RESPONSIBILITIES

- Cold calling and networking with donors and stakeholders
- Front line donor management, cultivation and communication
- Event support including planning, marketing, implementation, attendee management, sponsorship engagement, and volunteer coordination
- Social media platform management, including website and facebook programming and updates
- Development of communication strategies to support events
- Donor recognition support
- Ensures deadlines are met
- Support of grant writing programs, policy development and other office duties as required
- Documentation of work and preparation of reports as and when required
- Grant writing as required
- Documentation of policies, procedures and work flow for assigned area of responsibility
- **Performs other duties as required**

REQUIREMENTS

- Excellent interpersonal and verbal/written communication skills
- Self-directed and organized with effective time management skills and ability to multitask while effectively managing competing demands
- Ability to work confidently under pressure to meet deadlines
- Professional, pleasant and effective approach with a focus on exceptional customer service
- Well connected in the community
- Has the ability to take direction and follow instructions
- Excellent listening skills
- Strong focus on quality
- Ability to make administrative/procedural decisions and displays good judgements
- Ability to comply with policy and procedures and follow process
- Strong problem solving skills and ability to interpret financial or other information
- Sound analytical thinking, planning, prioritization and execution skills
- Demonstrated initiative, results oriented, excellent work ethic, positive attitude, reliable and dependable
- High level of integrity, accountability and ability to ensure confidentiality of data is maintained
- Flexible and able to adapt to change and perform other job duties as required
- Experience in cold calling and stakeholder engagement required
- Must be proficient in Microsoft Office programs including Excel, Word and Outlook. Experience with accounting software and Raiser's Edge or other database applications an asset
- Experience in event planning and/or management an asset
- Experience in the development and delivery of fundraising programs an asset
- Finance, bookkeeping and/or banking experience an asset
- Experience working in a registered charity and working with volunteer groups an asset

WORKING CONDITIONS

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required with time off in lieu of pay