

## **JOB DESCRIPTION- Development Support Coordinator**

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### **TITLE**

**Development Support Coordinator- 3 Days/Week FTE**

### **REPORTS TO**

Director of Development

### **SUMMARY**

As an integral member of the Foundation, the Development Support Coordinator will be primarily responsible for the administrative support of the Foundation as related to event coordination, sponsorship engagement & recruitment, and fundraising activities associated with supporting the overall operations of the Foundation. The Development Support Coordinator will support the financial operations of the Foundation as required. As a member of the Foundation's team, the Development Support Coordinator will play an important, hands-on role in the day-to-day administrative operations that support the key fundraising activities of the KBRH Health Foundation. Key to the success of this position is efficiency, ability to learn and multitask, and the ability to prioritize donor engagement.

### **CORE COMPETENCIES**

- Accuracy, Quality and Detail Oriented
- Adaptability/Flexibility
- Communication
- Time Management
- Accountability & Dependability
- Analytical, Problem Solving Skills
- Decision Making & Judgement
- Team Work
- Ethics & Integrity

### **KEY RESPONSIBILITIES**

- Front line donor and sponsor management, cultivation and communication
- Donor database updates and management
- Communication and marketing platform creation and maintenance
- Social media platform management, including website and Facebook updates
- Event support including planning, marketing, implementation, event attendee management and sponsorship engagement
- Volunteer coordination and scheduling
- Donor recognition support
- Grant writing initiatives, including identification of potential donors and writing of grants
- Documentation of policies, procedures and work flow for assigned area of responsibility
- Ensures deadlines are met
- Assists with process and policy development
- Provides support to the Director of Development
- Works in collaboration with the Director of Development and Financial Services Clerk (FSC)

- Provides support to the financial operations as required, including times of absence of the FSC, including all aspects of gift coding, data entry, tax receipting, bank deposits, A/P invoice verification and payment
- Prepares reports as and when required
- Meeting coordination as required
- Gaming program support as required
- Executive and Board meeting administration as required
- **Performs other duties as required**

## **REQUIREMENTS**

- Excellent interpersonal and verbal/written communication skills
- Professional, pleasant and effective approach with a focus on exceptional customer service
- Excellent listening skills
- Strong focus on quality
- Ability to make administrative/procedural decisions and display good judgement
- Excellent attention to detail and passion for accuracy when preparing and entering information
- Ability to comply with policy and procedures
- 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
- Self-directed and organized with effective time management skills and ability to multitask while effectively managing competing demands
- Able to take limited direction and follow instructions
- Flexible and able to adapt to change
- Ability to work confidently under pressure to meet deadlines
- Team player and donor centric focus
- Experience in event planning and/or management an asset
- Experience in the development and delivery of fundraising programs an asset
- Experience in grant writing an asset
- Flexibility to perform other job requirements
- Minimum 5 years office administration experience required
- Bookkeeping and/or banking experience an asset
- Experience with Sage Accounting or other accounting software and Raiser's Edge or other database applications an asset; proficient in Microsoft Office programs including Excel, Word and Outlook
- Experience in social media platform design and maintenance 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