



Title:	Administration & Fundraising Coordinator
Location:	Woodstock Care Centre
Reporting to:	Care Centre Director
Hours	Part Time ; 19.5 hours per week Tuesday – Wednesdays 9:30 AM-4:30 PM Thursdays 9:30 – 3 PM

Job Description

Charity Description:

In the conviction that life is a gift from God, Beginnings provides services related to pregnancy, parenting and adoption. Our Care Centres exist to build strong families in our community. We do so by nurturing compassionate and non-judgemental relationships with individuals and families in need, empowering them through access to FREE vital pregnancy and parenting resources that are practical, educational and supportive.

Job Summary:

To serve under the direction of the Care Centre Director and to ensure that services are provided by the centre in an efficient, compassionate manner, and in accordance with the policies and procedures outlined by Beginnings Family Services. The Administration & Fundraising Coordinator's role is to provide organizational & administrative support to the office while playing a primary role in the planning, coordination, and execution of strategic fundraising efforts, campaigns, donor stewardship and public relation endeavours. The work of the Administration & Fundraising Coordinator, while not primarily front line in terms of direct service to clients, is nonetheless foundational in allowing the work of Beginnings to continue.

Major Duties and Responsibilities:

Administration and Organization

- a. General maintenance and overall organization of office environment
- b. Create office files and documents for variety of purposes --- office reports, schedules, spreadsheets, thank you letters, or promotional correspondence, etc.
- c. Process donations (monetary and other), and regularly solicit items need for the Centre
- d. Provide regular report of work activity and service (both verbal and written), with frequency of reporting to be determined by Director
- e. Contribute to the organizational development of Beginnings by identifying issues of concern and communicating them to the Care Centre Director

Fundraising and Promotions

- a. Creates and implements the annual fund development plan based on giving trends and in coordination with the strategic planning of Director and the local Advisory Committee

- b. Provides leadership and direction in organizing fundraising events and mailing campaigns, under the supervision of the Director and in collaboration with the Advisory or Fundraising Committee. Responsibilities may comprise of:
 - i. Developing effective marketing materials for annual campaigns
 - ii. Discovering and utilize other avenues or media to promote fundraisers
 - iii. Event planning
 - iv. Coordinating volunteer duties and responsibilities
 - v. Soliciting for sponsorships and donations
 - vi. Review feedback and process outcomes for future changes
- c. Actively seeks new and alternative methods of funding such as grant opportunities with local, regional, or national funding agencies that are aligned with Beginnings' mandate
- d. Prepares and submits grant applications or funding proposals including evaluation reports (when necessary/required) to appropriate organizations
- e. Develops effective and innovative campaigns and seasonal appeals to drive sustainable and new donations

Donor Stewardship

- a. Expand and maintain the donor management system and database
- b. Produce bi-annual print newsletter for sponsors / donors in coordination with and supervision of the Director --- responsibilities include researching, writing articles, editing final product, coordinating distribution to donors, churches and other organizations.
- c. Ensures vital stewardship is provided to all existing donors and church partners of Beginnings by setting up in-person meetings, making phone calls, or sending out thank you notes within 30 days from receipt of gift
- d. Initiates engagement opportunities with prospective donors and potential church partners in collaboration with the local Advisory Committee
- e. Develop and maintain content for website / social media to provide online public awareness of the organization
- f. Collaborates with staff in maintaining a robust collection of stories of impact that can be easily shared with existing and prospective donors

Care Centres Fund Development Team Collaboration

- a. Actively works together with the overall Beginnings Family Services Care Centres Fund Development Team from Hamilton and Guelph to address fundraising challenges or create an overall Care Centres annual fund development plan
- b. Collaborates with Hamilton and Guelph Care Centres in the implementation of strategic fundraising plan for the benefit of all Care Centres

Other Duties

- a. Provide administrative back-up (when necessary) to front line service staff in working with clients: support, advocacy, referral, etc.
- b. Aid the Director in representing the services and programs of Beginnings Woodstock and cultivating positive relationships among supporters, community partners, and the Woodstock / Oxford Community at large.
- c. Participate in ongoing training and professional development opportunities – i.e., through attendance at conferences, workshops, seminars, staff visioning and team building exercises, etc.
- d. Regular attendance at Beginnings staff meetings and Advisory Committee meetings (when presence is requested)

Qualifications:

- Experience in an administrative or fundraising position, preferably in a charity or non-profit
- Outstanding attention to detail and strong communication skills (written and verbal)
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion
- Proficiency in Microsoft Office programs – Word, Excel, PowerPoint, Outlook
- Knowledge of business office systems, social media and marketing platforms, or virtual conference platforms such as Zoom, GoToMeetings, Microsoft Teams
- Capacity to take responsibility and initiative, set goals and meet targets
- Ability to work collaboratively
- Strong organizational skills and/or project management experience
- Proficiency in Adobe Photoshop or other image / design editing an asset

Please submit a resume and cover letter specific to this position to info@beginnings.ca

Posting Closes: March 20, 2021

We thank all applicants for their interest, however only those candidates chosen for interviews will be contacted.

www.beginnings.ca

Revised: February 17, 2021