



**JOB POSTING
JULY 24, 2019**

APPLICATION DEADLINE: AS SOON AS POSSIBLE, AUGUST 16 AT THE LATEST

KAIROS IS A MOVEMENT OF PEOPLE OF FAITH AND CONSCIENCE – INDIGENOUS, SETTLER AND NEWCOMER – WHO SHARE A COMMITMENT TO ECOLOGICAL JUSTICE AND HUMAN RIGHTS IN CANADA AND BEYOND. THROUGH KAIROS, TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS WORK TOGETHER IN FAITHFUL ACTION.

POSITION TITLE: Fundraising Coordinator

REPORTS TO: Organizational Development Manager

OFFICE LOCATION: Toronto

CLASSIFICATION: Permanent full-time
Level 11
Starting salary: \$56,454 plus benefits and pension (with potential to rise to \$66,889 over 3 years)

START DATE: As soon as possible

Purpose of This Position

This is one of two program level fundraising positions within a fast-paced justice organization, committed to real social change. Joining a diverse team of 35 colleagues in Toronto, Ottawa, and across Canada, the Fundraising Coordinator is responsible for developing and implementing key fundraising projects, including an annual plan for grant fundraising, a program for planned giving, and a digital fundraising program. She or he will also be part of a team responsible for large government grants.

RESPONSIBILITIES

- In collaboration with others on the fundraising team, contribute to KAIROS' long-term and annual fundraising plans, analyze quarterly results and revenue projections, and adjust plans to meet expectations.
- Engage relevant program staff in identifying those parts of the KAIROS program most likely to attract foundation, government, union and other grantors.
- Prepare and promote major multi-year grant proposals that can be co-funded by several grantors.
- Identify prospects and develop relationships with potential and existing grantors; monitor and report on funded applications.
- In close collaboration with relevant KAIROS staff, help to plan, compile and write narrative and budget reports for large government grants.
- Develop new projects to widen the scope of KAIROS' fundraising.
- Collaborate with the Donor Relations Coordinator to build and maintain relationships with religious and other donor communities.
- In collaboration with the Donor Relations Coordinator, develop relationships with major donors.
- Collaborate with the Digital Communications Coordinator and other staff to develop, implement and evaluate digital fundraising strategies.
- Contribute to the writing of donor correspondence, for example, direct mail letters, telephone and video scripts.
- Develop, implement and evaluate a three to five-year planned giving program.

REQUIREMENTS

- Commitment to the mission and values of KAIROS
- Successful completion of a college or university fundraising program
- At least three years of successful grant writing or other fundraising experience
- Excellent writing skills and the ability to craft clear, persuasive grant applications and reports, direct mail correspondence and other materials
- Proven budget and financial accountability and reporting skills, including for government grants
- Excellent project management skills
- Knowledge and experience of digital fundraising strategies

- Experience in the systematic analysis of fundraising results for planning and revenue projections
- Excellent organizational, planning, time management and budgeting skills
- Demonstrated capacity for collaborative team work
- Capacity to work effectively under deadline-driven and results-oriented conditions
- Familiarity with some government, union and foundation funders
- Comfort working in an ecumenical Christian context
- Proficiency with Microsoft Office programs
- Understanding of social justice and international development issues
- Proficiency in French, Spanish or another language would be an asset.

This is a position in a unionized workplace, covered by a Collective Agreement.

Thank you to all applicants for your interest in this position. Please note that only candidates selected for an interview will be contacted.

Application deadline: As soon as possible, August 16 at the latest

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Please email applications to Siobhan Rowan: srowan@kairoscanada.org

Please include the position title in the subject line of your email.