



Employment Opportunity

YMCA Northumberland currently has an opening for the following position:

Coordinator – Community and Funds Development

Position Status: Full-Time; 40 hours per week

Salary Range: \$47,000 – \$52,000 (commensurate with experience)

Reports To: Manager, Marketing Communications and Media Relations

Position Summary:

The Coordinator, Community and Funds Development is responsible for the planning, management and execution of sponsorship and fundraising efforts that achieve annual fund development targets, provides support in developing and implementing marketing plans to increase community presence and provides leadership to Capital Campaigns to support infrastructure projects as required. Working closely with the Manager, Marketing Communications and Media Relations, the Coordinator, Community and Funds Development adheres to YMCA Brand standards, as directed by YMCA Canada and assists with developing and executing marketing plans, as well as funds development plans.

Responsibilities:

Funds Development

- Establish annual fundraising and sponsorship targets and lead execution of annual plan to achieve targets.
- Maintain positioning as a charity of choice in Northumberland.
- Manage and steward relationships with major funders/donors, including donor acquisition and development of a Major Gift program.
- Manage and build the Community Partners Program.
- Develop, execute and lead fundraising and special events.
- Create and share timely reports on progress of tactics and programs to support targets.
- Complete and/or support Program Leads to develop compelling grant proposals.
- Manage the Volunteer Coordinator to ensure volunteer engagement to support various fundraising and community programs and events.
- Foster a culture of philanthropy throughout the Association.
- Provide leadership to the Funds Development Committee.
- Lead, implement and manage Capital Campaigns as required to support various infrastructure projects.

Marketing & Media Relations

- Assist with the preparation and implementation of long term and short-term marketing plans to support community and funds development goals.
- Maintain a strong community profile through various media platforms.

- Copywrite impact stories, volunteer appreciation, member and donor letters and other related communications.
- Develop creative and design following Y Canada branding guidelines.
- Manage Media Related to Public & Fundraising Events/Community Partners Program.
- Support and grow the Community Partners Program.

Global Initiatives

- Lead the Global Initiatives Portfolio with focus on outreach and development
- Coordination with groups & volunteers: Global Initiative Committee and Para Mujeres
- Global Partnership Management: YMCA of ACJ Nicaragua
- Domestic Partnership Management: YMCA of Central Eastern Ontario & YMCA of Eastern Ontario
- Lead the annual YMCA Peace Week and Peace Medal Awards and Ceremony

Work Environment:

- Based out of Association Services and home-based workspaces, with some travel to program and event locations.
- Monday to Friday with flexibility to attend events on non-traditional hours such as weekends and evenings, based on operational needs.

Competencies:

- Effective Interpersonal Communications
- Relationship Building and Partnering
- Self-motivated and Results Focused
- Teamwork and Collaboration
- Influencing/Managing Change
- Strategic Orientation/Forward Thinking

Qualifications:

- Preference given to those who are a Certified Fund-Raising Executive (CFRE).
- Post-Secondary Diploma or Degree in related Marketing/Communications, Fundraising and/or Media field.
- 5+ years of experience in a fundraising/revenue generation role with a proven track record of success in funds development.
- 5+ years of experience in planning and implementation of special events with a high attention to detail and comfort level for managing critical paths.
- Experience working for a non-for-profit and knowledge of the philanthropic sector in Canada, including CRA regulations and laws, to ensure compliance with the standards of professional conduct for fundraisers.
- High energy, results-oriented, well organized and have a drive to exceed expectations.
- Excellent computer skills and knowledge of MS Office, Adobe Suite and Canva.
- Knowledge of Raiser's Edge is an asset.
- First Aid and CPR Certification
- Police Vulnerable Sector Check required prior to first day of work
- Valid Driver's License with Use of Own Vehicle

Why Work for the YMCA?:

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At YMCA Northumberland, in addition to the wage compensation, we offer a complimentary family membership, a comprehensive benefits program including extended health and a competitive and robust pension program.

YMCA Employees enjoy a vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education.

Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.

Organizational Overview:

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Citizenship and Respect, as well as a commitment to building developmental assets in children and adults.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

Accessibility:

YMCA Northumberland is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Acts (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department. YMCA Northumberland is an equal opportunity employer.

Apply Now:

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by Thursday, March 21st, 2024 to the attention of:

Kathryn Harrison
Manager, Marketing Communications and Media Relations
kathryn.harrison@nrt.ymca.ca

We thank all applicants, however, only those considered for an interview will be contacted.