



Job Title: Fundraising Coordinator

Location: Remote

Reports to: Individual Giving Manager

Salary Range: \$60,000 – \$70,000

Start Date: As soon as possible

Job Description: We are seeking a detail-oriented and proactive individual to support our fundraising, event management, and administrative initiatives. This role manages donor stewardship and database operations, processes donations, and acts as a key point of contact for the 4-person fundraising team. The coordinator will lead in executing fundraising events, managing event partnerships, and collaborating with communications teams to promote donor engagement. Additionally, this position supports the Board of Directors, oversees administrative tasks and ensures smooth day-to-day operations. The ideal candidate is organized, adaptable, and passionate about enhancing our fundraising and community impact.

Key Responsibilities:

Fundraising (40%)

- Support various activities across the fundraising and communication department, including donor stewardship, maintenance of donor database, administration of donor records, and tax receipt and donation processing.
- Manages donor data, including donation entry, relationship mapping data, and donor interactions.
- Creates and manages donor records and individual donor pledges, including payment reminders.
- Continuously update donor contact records with relationship-related information, e.g. event attendance, upcoming meetings, strategic priorities.
- Enters and codes all donations into our database from various sources (Canada Helps, cheques, wire transfers, campaigns, etc.), and reconciles with Finance team.
- Actively monitors donation platforms to ensure donations are properly processed.
- Tracks expired credit cards for recurring donations and coordinates credit card updates.
- Gather content (metrics, testimonials, and pictures) to assist with the research and writing of donor proposals and stewardship reports.
- Act as the first point of contact for phone and email communication - directly engaging with donors to provide an exceptional donor experience.
- Facilitate monthly reconciliation processes in collaboration with the finance department.

Canadian Office
700 Industrial Ave #410
Ottawa, ON K1G 0Y9, Canada
Registered charity, #84146 9547 RR00011036

U.S. Office
#1036
1283 Arsenal St. #16
Watertown, NY 13601, U.S.
VWB USA is a non-profit 501(c)(3)
(EIN/tax ID number: 92-2618654)

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- Prepare and distribute briefing notes and packages for donor meetings among internal and external stakeholders.
- Support other fundraising initiatives as they arise, ensuring effective planning and execution.
- Develop and implement strategies to maximize fundraising potential and engagement.

Event Management (30%)

- Support the execution of fundraising programs and events, including signature events, donor receptions, and donor-facing webinars.
- Build and maintain event-specific websites, ensuring communication standards are met.
- Work with the Communications Manager to coordinate the marketing and promotion of events through social media, press releases, and other channels.
- Manage event invitations and guest lists and provide back-end support of event-related activities.
- Partner with the Communications Manager to implement event-specific communication calendar and plan

Administration (30%)

- Provide logistical support for the Board of Directors and committees, including scheduling meetings, preparing reports and meeting packages, minute-taking, document management and record-keeping.
- Provide administrative support to the Executive Director as required, including booking travel arrangements, recruitment activities, general project management, drafting internal communications, etc.
- Serve as the main contact for fundraising related vendors and suppliers, ensuring that processes and records are up to date.
- Train new staff on fundraising database and corresponding processes
- Ensure organizational administration is addressed, including managing incoming mail at the office location and deliveries.
- Managing the coordination of workshops/meeting for grants.
- Assisting with meeting notes related to grants/partnership meetings.

Qualifications:

- 3-5 years of related fundraising experience is an asset.
- Preferred experience in fundraising, event coordination, and relationship management.
- Previous experience in customer service is an asset.
- Strong communication and interpersonal skills to interact effectively with stakeholders at all levels.
- Excellent writing, proofreading, and editing skills.

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- Demonstrates excellent problem-solving and decision making.
- Able to work collaboratively in a dynamic and entrepreneurial environment.
- Highly organized with strong attention to detail.
- Able to work independently, coordinate multiple projects, and manage timelines.
- Willingness to learn new skills and technology platforms.
- Proficiency in Microsoft Office Suite and Canva
- Experience with donor databases (i.e. Raiser's Edge, Virtuous, Salesforce) or customer data management, is an asset.
- Proficiency in social media marketing and content creation.
- Ability to work independently and manage multiple projects simultaneously.

To Apply: Please send your resume and a cover letter to recruitment@vwb.org by January 23, 2025

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