

Coordinator, Resource and Fund Development ~ 22.5 hours per week

Central Community Health Centre

Are you interested in working in an organization where the team and professional standards are highly valued, where quality of care and the quality of employee working life is respected; an environment where diversity among staff and volunteers enriches the organization and enhances service to clients?

Central Community Health Centre (CCHC) is a non-profit, charitable, community governed organization. Our interprofessional team provides primary health care, health promotion and prevention programs and services to residents of Central Elgin, St. Thomas and Southwold Township.

MISSION: To support clients and communities through advocacy and action to achieve their goals for health and wellbeing

VISION: Resilient communities, where every one has equitable access to quality care for their health and wellbeing

VALUES: Grounded in a community development approach, we are committed to: Equity, Excellence, Accountability, Creativity and Collaboration

Job Description:

CCHC is seeking a Coordinator, Resource and Fund Development with a proven track record for creative excellence in developing fundraising plans and developing organizational fundraising capacity.

The Coordinator, Resource and Fund Development will focus on building relationships that support CCHC's sustainability and the success of its revenue generating activities. The incumbent will design and execute resource development strategies that are aligned with CCHC's values.

The Coordinator, Resource and Fund Development acts as an advocate on behalf of CCHC's target population, promoting health equity for all.

Primary Responsibilities

- Assess the capacity for fundraising within the organization and the community; identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development.
- Adopt a relationship building approach to resource development, lead grant writing, grant reporting, Sustaining Members program and corporate sponsorship program, and develop innovative resource development strategies that leverage CCHC's assets.
- Develop a good understanding of programs and activities funded externally
- Develop a comprehensive, strategic multi-year fund development plan and

implementation strategy to increase CCHC's fundraising efforts from (a) individuals (Sustaining Members), (b) corporations, (c) special events, and that could be developed into a capital campaign and other initiatives.

- Provide training workshops and guidance to the Board of Directors, staff and volunteers geared to increase their knowledge, involvement, capacity, comfort and enthusiasm to implement the fundraising and resource development plan.
- Conduct research on prospective corporate, foundation and individual donors.
- Match donors' funding priorities with the work of the organization and its funding needs.
- Develop a list of viable funding prospects for the review of management team.
- Assist the CEO and/or their designate in writing concept notes, project ideas, project proposals and grant reports in a fast-paced and deadline-oriented working environment.
- Ensure donor communications related to contractual, budget or grant administrative issues are handled in an efficient, professional, timely manner, directing inquiries to the most appropriate person for response.
- Lead innovative approaches to collect reliable and timely data and conduct rigorous analysis.
- Maintain appropriate records of and/or files on prospect and donor activities.
- Lead the development and implementation of a donor relationship program, including a recognition and retention framework.
- Process donations and prepare acknowledgement letters, receipts and other correspondence
- Prepare materials for distribution and handle copying, filing, mailing, and e-mailing.
- Coordinate mailings such as appeal letters, invitations and holiday cards.
- Maintain calendars of grant progress, due dates and reports.
- Maintain confidentiality per CCHC's privacy policies and Human Resource manual.
- Work with the Director, Operations and Finance to develop and establish performance management systems and a plan that will measure the relationship between revenue production and the direct and indirect costs of fundraising that will inform the organization as to the cost effectiveness, efficiencies and impact of fundraising activities.
- Work with the management team, through the CEO, with the Board of Directors to develop policies and procedures for the organization that reflect best practices in the industry.
- Ensure all duties are performed in a safe manner; reporting any items and/or issues that need attention to supervisor and/or to the Joint Health & Safety Committee.

- Participate in committee work as assigned by the CEO or their designate.
- Other duties as may be assigned by the CEO or their designate.

Qualifications:

- University or College degree in Marketing, Communications, Design, Business Management, Social Entrepreneurship or a combination of education and fundraising experience
- Certified Fund Raising Executive (CFRE) or similar designation preferred
- Experience designing and implementing a fundraising campaign; experience with developing and implementing a capital campaign is an asset
- Prior success in identifying grant opportunities and obtaining funding
- Demonstrated ability to establish good working relationships with governing bodies, the business community, various user groups and the community at large
- Strong communication and analytical skills
- Ability to work within both fixed and flexible deadlines
- Experience in social media marketing, digital communications and community initiatives
- Excellent command of contemporary technologies such as InDesign, Photoshop, Illustrator an asset, as well as the ability to streamline design variables in order to maximize output
- Experience as an agent for change
- Experience managing volunteers
- Working knowledge of donor management software, Microsoft Office, social media
- Proficiency in the use of computers and various software applications and office equipment
- Experience with reporting software required by LHIN and MOHLTC is an asset
- Able to work in a fast-paced environment, to maintain a professional attitude at all times, to respond in a positive way to demanding issues, and to project a welcoming and friendly, yet professional personality
- A second language is an asset
- Experience working with clients who have experienced trauma is an asset

Work Location: Elgin County including the City of St. Thomas, with the ability to work remotely due to COVID-19 restrictions

Compensation: Salary Range: \$72,462 to \$74,148; Benefit Package: Health & Dental,

Disability and Life benefits; HOOPP, paid parking, additional Active Living Allowance; Paid time off: 3 weeks of paid vacation, 8 paid personal days, and 10 paid sick days. *Note: compensation is based on full time employment and will be pro-rated for part time hours.*

Application Deadline: June 17, 2022 please submit your resume and cover letter in confidence to: [hiring@centralchc.com](mailto: hiring@centralchc.com)

CCHC is committed to fulfilling its obligation to employees in accordance with the Ontario Human Rights Code, the Human Rights Act of Canada, and the Accessibility for Ontarians with Disabilities Act, 2005, and the Employment Standards Act of Ontario.

Central Community Health Centre is an equal opportunity employer. We believe diversity among our staff and volunteers enriches our organization and enhances service to our clients.

Thank you to all who apply; however, only those selected for an interview will be contacted.

CCHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e., perfumes, deodorants, lotions, hairspray, etc.) while at the Centre.

COVID 19 is an ongoing concern. All staff, contractors, students and volunteers are required to be fully vaccinated against COVID-19 (which includes all recommended doses and boosters), subject to human rights exemptions. If onsite, all individuals must complete a self assessment using the following link <https://covid-19.ontario.ca/screening/worker/> and email results to [covid19@centralchc.com](mailto: covid19@centralchc.com)