



<b>Job title:</b> Fund Development & Communications Specialist
<b>Location:</b> Hybrid - In person (Niagara) and remote
<b>Program Area:</b> Administration
<b>Reports to:</b> Executive Director
<b>Wage range:</b> \$25.81 - \$31.39 + 10% in lieu of benefits
<b>Status:</b> Full time, temporary (potential of renewal)
<b>Hours of Work:</b> Monday - Friday, 8:30 a.m. - 4:30 p.m. (35 hours/week)

### Summary

Regional Essential Access to Connected Healthcare (REACH) Niagara is a dynamic nonprofit, charitable organization that provides health care services to the homeless and marginalized communities across Niagara in collaboration with our partners. We are committed to removing barriers to care by providing accessible and equitable care.

This is a critical role in the organization who is instrumental in the implementation of communication strategies while leading aspects of fund development to excel the goals of the organization. The Fund Development and Communication Specialist is a valued member of the team who has advanced communication skills, creative thinker, highly organized, excellent time management skills, and skilled at building relationships.

### Accountabilities and Responsibilities

Duties and responsibilities include, but are not limited to:

#### *Fund Development - 50% of time:*

- Plans, develops and implements a short and long range fund development program
- Identify, engage, and cultivate relationships with donor prospects
- Planning and executing fundraising activities and events which include online giving
- Coordinate donor cultivation, recognition, fundraising and stewardship events from scheduling to execution
- Complete and/or support other aspects of grant development, including grant identification and qualification, soliciting, writing, and collecting support letters; preparing figures/diagrams; and preparing grant budgets
- Act as an ambassador for the organization in special events and committees as required
- Develop and manage a portfolio of donors with a focus on annual gifts
- Raise revenue and manage fundraising activities including, but not limited to, special events, third party events, direct-mail and campaigns
- Ensures compliance with fundraising best practices including all ethical guidelines and principles outlined by the Canada Revenue Agency, Association of Fundraising Professionals and Canadian Centre for Philanthropy

- Remains informed on fundraising innovation in order to maximize current trends and successes in effective fundraising strategies

*Communications - 50% of time:*

- Development and implement a communications strategy in alignment with the organization's strategic goals
- Responsible for the development, design, and in implementation of social media content → Lead the story telling of the organization and impact of REACH
- Responsible for social media handlers (X, Instagram, Facebook, LinkedIn)
- Collaborate with the team to continually showcase the client voice and experience through various creative communication mechanisms (e.g. photo voice)
- Maintain the organization's website
- Continue to identify and implement strategies to support brand awareness
- Lead the development and implementation of a quarterly electronic newsletter
- Draft and coordinate media releases
- Maintain positive working relationships with the media
- Collaborate with the team to develop external promotional materials

*Overall:*

- Engages in evidence-based practice and ongoing learning.
- Operates within established policies and procedures.
- Participates in team and organizational meetings, committees, special events, etc.
- Ability to work flexible hours as requested by leadership.
- Work in a manner that demonstrates commitment to REACH's mission, vision, and values.
- Contributes to the REACH's strategic goals and objectives and values the equality and diversity of the client community.
- Other duties as required.

**Qualifications**

*Education and Work Experience Requirements:*

- Bachelors Degree in Communications, Marketing, Business Administration, or related discipline
- Minimum of 3 years of related experience in a fundraising/revenue generation role, public relations, and communication role
- Experience in working for a not-for-profit and knowledge of the philanthropic sector in Canada including CRA regulations
- Minimum of 3 years of experience in strategic development and project planning
- Certified Fund Raising Executive designation preferred
- Demonstrated experience in collaboration and working within an interdisciplinary team.
- Demonstrated experience and highly proficient with Microsoft/Google products.

*Knowledge, Skills and Abilities*

- Excellent knowledge of fund development methods and techniques
- Excellent knowledge of communications and public relations methods and techniques
- Advanced communications and public speaking skills
- Excellent knowledge of legislation governing charities
- Excellent knowledge and experience of planning and running a campaign
- Excellent writing skills and experience working with Grants and/or Request for Proposals (RFP)
- Strong analytical and relationship building skills
- High level of diplomacy, sensitivity, tact, demonstrates sound judgment and trust

- Self-motivated, detail oriented, highly organized
- Goal oriented with ability to multitask, prioritize, and meet deadlines
- High energy, results oriented and the drive to exceed expectations
- Exceptional interpersonal and communication (written and verbal) skills
- Ability to work both independently and as part of a team in a fun, exciting, fast-paced environment

**Conditions of Employment**

- Requires access to a reliable vehicle as travel within Niagara is expected
- At point of hire, provide proof of education, vulnerable police sector check, and valid G driver license

**Working Conditions**

- Ability to work a fixed schedule with possibility of evening hours and weekend
- This position will be located in various locations across the Niagara Region

Employee Name:

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Employee Signature:

Date:

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Supervisor Name:

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Supervisor Signature:

Date: