



Job title: Fund Development & Communications Specialist
Location: Hybrid - In person (Niagara) and remote
Status: Full time, temporary (up to March 31, 2025; with potential of renewal)
Hours of Work: 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.

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

What you can expect from us:

- Competitive wage: \$25.81 - \$31.39 + 10% in lieu of benefits
- We believe in work life balance and provide: 6 paid health and wellbeing days + \$1,000 for your wellbeing
- Starting at 3 weeks of paid vacation
- 2 paid professional development days + \$1,000 in professional development
- Flexible working environment
- Being part of an organization that is doing meaningful work in the community!

About the Role:

Fund Development - 50% of time:

- Plans, develops and implements a short and long range fund development program
- 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
- 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
- Collaborate with the team to continually showcase the client voice and experience through various creative communication mechanisms (e.g. photo voice)
- 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
- Collaborate with the team to develop external promotional materials

To excel in this role, you will need:

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.

Knowledge, Skills and Abilities

- Excellent knowledge of fund development methods and techniques
- Excellent knowledge of communications and public relations methods and techniques
- 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
- High energy, results oriented and the drive to exceed expectations
- Exceptional interpersonal and communication (written and verbal) skills

Does this sound like something you may be interested in? Please email a copy of your resume and cover letter to Human Resources: carolyn@reachniagara.com .

We thank all applicants for their interest but only those selected for further consideration will be contacted.

REACH is an equal opportunity employer – we are committed to a diverse, equitable, and inclusive environment. We welcome all applications. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, REACH will provide accommodations through the recruitment process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.