



Donor Relations Coordinator Job Posting

Position title:	Donor Relations Coordinator
Reports to:	Manager of Development
Start Date:	As soon as possible
Department:	Development Department
Location:	Hospice Peterborough (hybrid working arrangement)
Starting Rate:	\$26.14/hr
Salary Range:	\$26.14-\$30.30
Type of Employment	Permanent Part-time
Work Hours	28 hours per week, occasional evenings and weekends
EHB:	Extended Health Benefits available
Pension:	Healthcare of Ontario Pension Plan (HOOPP)
Posting Date:	Tuesday July 17, 2024
Closing Date:	Tuesday August 5, 2024 by 4:00pm

Job Purpose/Summary:

The Donor Stewardship Coordinator will work with the Resource Development team to help develop, enhance, and implement fundraising and communications strategies for Hospice Peterborough.

Primary Duties and Responsibilities:

- In collaboration with Hospice staff and volunteers to implement the annual Fundraising and Communication plan.
- Maintain positive relationships with donors and volunteers to ensure appropriate recognition.
- Identify and execute initiatives and opportunities to increase awareness and fundraising revenue.
- Assist in the identifying and application of grants including budgets, timelines and final reports
- Continuous and timely data management – entry, analysis, and updating
- Input, export, and analyze data pertaining to donors, volunteers and fundraising as needed.
- Enhance the donor experience through tech and touchpoints.
- Creating tailored communications, as assigned.
- Plan and co-ordinate fundraising activities and events as assigned adhering to all federal, provincial and municipal regulations.



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- Actively engage with staff and volunteer teams to develop strong donor, community, media partnerships to advance philanthropic engagement.
- Represent Hospice Peterborough in a positive and professional manner in the best interest of the organization, at all times.
- Donor engagements through community presentations, meetings, and tours.
- In cooperation with staff; recruit, screen, train and supervise volunteers.
- Expand and foster volunteer relationships and roles for specialized stewardship opportunities.
- Provide staff support for fundraising activities, special events and committees.
- Possess a keen interest in best practice fundraising and emerging industry trends.
- Be conscious and sensitive to the nature of our work and the clients we serve.

Organizational Responsibilities:

- Participate in Development Department meetings as well as contribute to organizational activities, which promote effective team building.
- Represent Hospice Peterborough in the community at events, education opportunities and on committees as required.
- Complete administrative and fundraising reports in a timely manner.
- Participate in health and safety training, including WHMIS, and apply this knowledge in the workplace.
- Fulfill all responsibilities in accordance with the by-laws, policies and procedures, and standards of Hospice Peterborough.
- Willingness to accept other duties as required.

Qualifications:

Experience

- 3-5 years of experience in fundraising with established demonstrated success, preferably in the not-for-profit sector.

Knowledge, Skills, Abilities and Requirements

- Proven track record with fundraising and donor relations.
- Proficient in data entry and analysis.
- Effective time management skills with the proven ability to accomplish multiple projects over varying timelines, demonstrating excellence in prioritization and problem-solving.
- Working knowledge, proficiency and on-going training required in Office 365, Canva, Adobe Creative Suite including InDesign, Photoshop, Illustrator, Zoom, Constant Contact and WordPress.
- Valid driver's license and vehicle; occasional travel may be required.
- Must have a vulnerable sector Police check screening completed within the 6 months.
- Must attend Hospice Peterborough's volunteer training within 1 year of employment.
- Proven ability to understand strategic direction, fundraising, and donor centric communications.
- Experience with customer-relationship management database.
- Ability to work flexible hours on occasion.



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Work Conditions and Physical Capabilities:

- Ability to work in a fast-paced, highly detailed environment with moderate interruptions.
- Shared office space requires ability to focus in a busy environment.
- Flexible hybrid work model.
- Ability to lift, grip, walk, sit, stand, climb stairs; use fine motor skill movements.

Key Competencies:

- **Accountability:** Take ownership of personal workload to meet multiple deadlines.
- **Adaptability:** Adapt and respond to changing priorities, technologies and requirements.
- **Attention to detail:** Ability to achieve accuracy and thoroughness.
- **Building Relationships:** Establish and maintain positive working relationships while being approachable to others, both internally and externally.
- **Commitment:** Commitment to Hospice Peterborough's mission, vision and goals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Compassion:** Demonstrate concern and empathy for all others.
- **Teamwork:** Work cooperatively and effectively with all others to create and foster a positive work environment where ideas are shared and departments work together to achieve organizational goals and objectives.
- **Leadership:** Work well with a wide range of individuals to provide support, coaching, encouragement and direction.
- **Professionalism:** Demonstrate a high degree of professional conduct when interacting with others both internally and externally.
- **Time Management:** Ability to balance a myriad of tasks and prioritize duties as needed.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Applications (cover letter and resume) must be mailed, emailed, or hand delivered, and received by August 5, 2024 by 4 pm. (Applications will ONLY be accepted if received as directed.)

Interviews will be conducted the week of August 12, 2024

Please address your application to:

Rochelle Bowers
Hospice Peterborough,
325 London Street
Peterborough, ON K9H 2Z5
employment@hospicepeterborough.org

Questions can be directed to Aimée O'Reilly at aoreilly@hospicepeterborough.org or 705-742-4042 x263.

Thank you for your interest. Please note that only those selected for an interview will be contacted.



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Hospice Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).