

We're Recruiting For...

Development Coordinator

Reporting to the Director of Development, the Development Coordinator (DC) supports a wide array of fund development activities and administration, working collaboratively with all members of the fund development team to flexibly achieve development goals. The Development Coordinator is skilled in persuasive writing, time management, data analysis, attention to detail, and teamwork to help achieve annual fundraising goals on time and within budget.

The DC is responsible for the maintenance of donor management systems and processes and leads both content development and gift/grant reporting for all applications. This role works with team members to ensure the accuracy of financial, impact, program, and need portrayal in applications. Conducts prospect research to support major gift cultivation, solicitation, and renewal and makes recommendations for the strategic engagement of prospects as informed by research findings.

The DC works with the development team to develop and execute the annual stewardship plan and prompts engagement from staff and leadership to ensure broad donor engagement and relationship-building.

This is a full-time, 2-year term position.

Pay range is between \$40,000 - \$45,000 with an anticipated Start Date of April 1, 2024.

Responsibilities will include, but are not limited to:

Donor Management

- Manages donor management systems and processes by entering and monitoring tracking data including submission deadlines, reporting timelines, and gift/grant fulfillment requirements.
- Prepares proposals by developing conceptual content in alignment with the sponsor/donor's guidelines; maintains quality proposals by developing strong templates, impact stories, financial highlights, and other common collateral.
- Coordinates with members of the development team to receive financial, impact, program, and recognition opportunities which align with funding application(s).
- As required, support the fund development team with editing, reviewing, and co-writing of donor-facing materials.



Prospect Research

- Uses a variety of wealth-mining, online research tools, print materials, and archives to prepare deep dive and snapshot prospect briefs that outline biographical data, financial status/net worth, giving behavior, business/personal connections, and history with the organization.
- Provides solicitors with recommendations to strategically engage and solicit donor prospects, as informed by research findings.
- Conducts contact information research to maintain accurate donor files in the CRM database.
- Balances shifting deadlines and research requests in accordance with the solicitor's research needs.

Donor Relations

- Works with the development team to develop and execute an annual stewardship plan which considers gift size, gift type, and program area; takes responsibility for all stewardship actions and prompts fulfillment activities of the team, Board, and volunteers where applicable.
- Conducts stewardship activities including, but not limited to, thank-you calls and notes, coordinating donor appreciation events, recognition tracking, and public-facing gratitude.

Professional Conduct

- Maintains accurate records and supports the team in ensuring donor recognition activities are executed in line with the donor's communicated preferences.
- Maintains a strong understanding and adherence to the Donor Bill of Rights, AFP's Code of Ethics, APRA's Statement of Ethics, and organizational values.
- Maintains training and knowledge of various research tools and grant management systems to maximally leverage CCOA investments in donor relations tools.
- Contributes to other fundraising, stewardship, research, event, campaign activities, and administrative duties as required to ensure smooth operations and positive team relations.
- Works as part of a larger team (includes development, marketing, communications, finance, and box office), to execute duties as assigned by the DOD, in support of special events, donor appreciation, and VIP stewardship.
- Other administrative duties as required for the successful implementation of grant, research, and donor relations programs.

The ideal candidate will have:

- Degree or diploma in a related field
- Demonstrated knowledge of current fundraising trends and best practices
- Effective written and verbal communication and presentation skills



- Excellent interpersonal skills with the ability to develop and maintain relationships
- Excellent organizational skills, be self-directed, and detail and deadline oriented
- Proficiency in Word, Excel, Canva and fundraising database/CRM system

The following would be considered an asset:

- Certificate in Fundraising Management
- Experience in not-for-profit administration
- Knowledge of the Spektrix CRM
- Bilingualism (French/English)

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

Closing Date: March 15, 2024