



Tamir

### Coordinator of Development and Communications

*Tamir is a proud and caring team of participants, families, volunteers and professionals dedicated to assisting people with developmental disabilities realize their potential in a supportive Jewish environment through opportunities for personal growth and community involvement. We are a strong and vibrant social service organization.*

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We are seeking a creative, tech/social media savvy, resourceful individual with excellent writing skills for the role of Coordinator of Development and Communications. This person will lead the implementation of Tamir's fundraising plan, with a focus on the annual membership campaign, newsletter publications, and special events. Advertising and promotion for these activities, and for the agency itself, are fundamental components of the position.

The Coordinator of Development and Communications will work in collaboration with the Tamir Board of Directors' Development Committee, and other volunteers and staff, under the supervision of the Executive Director.

#### **Qualifications:**

- Two years' experience coordinating fundraising initiatives, with emphasis on membership campaigns, grant writing and project management of special events
- Proven writing abilities, with a focus on newsletters, reports and fundraising correspondence
- Experience implementing public relations strategies, including the use of social media to support these initiatives
- Expertise in newsletter design and production along with website maintenance and development
- Proficiency with fundraising software, preferably Raiser's Edge
- Detail oriented with strong problem solving and organizational skills
- Experience working with volunteers
- Strong oral and written communication skills
- An undergraduate degree/diploma preferably in business, marketing, communications or event planning or other related discipline

This is a permanent full-time position with a comprehensive benefits package. If you are looking to make a difference within a passionate and progressive organization, please send resumé and cover letter by May 17, 2019 to [lisagiffin@tamir.ca](mailto:lisagiffin@tamir.ca) .