



AGH FVM Foundation

Job Description: **DEVELOPMENT COORDINATOR**

Reports to: Managing Director, Almonte General Hospital Fairview Manor (AGH FVM) Foundation.

Summary of Position

The Development Coordinator will help lead the Foundation in all areas of operation including annual planning, ongoing fundraising, marketing and promotion, financial management, administration, and any other duties assigned.

Emphasis will be placed on three key areas for revenue growth:

- 1) Developing a mid-level donor program that strengthens and builds on the support provided to the Foundation by current and future donors of between \$1,000 - 2,500
- 2) Supporting and strengthening the work of the CT Cabinet by coordinating meetings, assisting with research, prospect identification and screening, and maintaining donor information and records as they relate to the work of the cabinet
- 3) Planning, coordinating, promoting, and evaluating fundraising events, both those hosted by the Foundation and 3rd party community initiatives.

Duties will include:

- Planning and coordinating a mid-level giving program by identifying, recruiting, cultivating, soliciting and stewarding donors on an annual basis
- Researching, compiling, maintaining and analyzing information about Cabinet prospects and using it to support the work of CT Cabinet Volunteers
- Recruiting, supporting, and empowering volunteer committees to plan, organize, promote, attract partnerships, and evaluate our signature events (AGH Golf Classic & AGH Run for Women's Health)
- Managing budgets for each program and event including revenue and expenses
- Maintaining accurate records of past, present and future donors, participants, partners and volunteers in order to strengthen their relationship and commitment to the AGH FVM Foundation
- Working with the Fundraising, Stewardship and Communications Committee to develop new and innovative ways to engage potential supporters and the community support,
- Supporting and assisting community members with, and attracting new, 3rd party initiatives each year

As a member of a small but dynamic, high-performing team, the Development Coordinator will be cross-trained to assist with financial administration and donation processing when/if required, and may take on other related duties as assigned by the Foundation Managing Director.

Qualifications

- Formal education in fundraising, marketing or communication
- Minimum of five years of experience in a fundraising/development capacity with experience in donor and event-based fundraising within a not-for-profit organization, preferably a hospital environment
- Strong working knowledge of a donor relationship management software program (such as Donor Perfect, Raiser's Edge or Income Manager)
- Strong written, oral and presentation skills
- Extensive knowledge of the Microsoft Office suite of programs, including word and excel applications
- Excellent organizational skills with the ability to meet multiple/competing priorities
- Ability to work both independently with minimal direction/supervision and as a member of a small close-knit team
- CFRE designation would be considered a strong asset

Required Experience

- Donor program coordination including prospect research
- Revenue generation through events
- Peer-to-Peer fundraising
- Proposal/Sponsorship writing

Values

The ideal candidate:

- Values the contribution that volunteers make and walks the talk
- Believes strongly in customer service
- Is committed to upholding the AFP Code of Ethics
- Will adhere to the AFP Donor Bill of Rights
- Places a high value on nurturing positive relationships with supporters, Hospital and Manor staff, volunteers, partners, suppliers, regional colleagues and other community stakeholders
- Embraces ongoing professional development and life-long learning

Remuneration

This is a Permanent Full-time Position subject to three months probation.

The salary range is \$65-70,000 per year (depending on experience) plus benefits including three weeks vacation.

To apply: Please email a cover letter and resume in pdf format to Al Roberts, CFRE, Managing Director (aroberts@agh-fvm.com) No phone calls please. Only those candidates, selected for a preliminary interview will be contacted.

Deadline to apply: Friday, Oct. 22, 2021 at 5 p.m.