**Development Coordinator**

**Supportive Housing of Waterloo**

**Part Time; 20 hours/week**

At Supportive Housing of Waterloo (SHOW) our values of inclusivity, collaboration, respect and trust underpin not only who we are but how we achieve our mission. We believe that housing is a fundamental right to which all are entitled, but Supportive Housing of Waterloo is about more than just housing. At SHOW we provide the programs, services and supports to help individuals with homelessness, addictions and mental health issues transform their lives.

Do you want to…

…make an impact in your community?

…help those who can’t help themselves?

Are you passionate about fundraising and building authentic relationships?

**If so, then please considering joining our team at Supportive Housing of Waterloo as a Development Coordinator**

**Do you have:**

* A passion in community building and creating genuine relationships that can help grow our services and support for our clients
* A post-secondary degree in fundraising or equivalent work experience
* A strong understanding of fundraising principles and practices
* Personable skills and able to build trusting and compassionate relationships
* Exceptional written and verbal communication skills with attention to detail and accuracy
* A passion for storytelling and an ability to inspire others
* Exceptional organizational skills with ability to effectively meet deadlines and set priorities
* A demonstrated ability to work independently and collaboratively as part of a team
* An easy-going and approachable attitude willing to work with some of our communities most marginalized individuals.

**In the role of Development Coordinator, you would be responsible for:**

* Donation processing, receipting, tracking, and ensuring the database is being used and updated regularly, recognizing this is an important tool to fundraising success.
* Ensuring donors are thanked in a timely and thoughtful way.
* Tracking of the development plan results, and helping to ensure all timelines and deadlines are met.
* Working closely with the Executive Director and Board of Directors (including a Fundraising Committee) to identify donors and help build engagement strategies, including the completion of prospective donor research.
* Assist in coordinating donor meetings, annual appeal mailings, and reports to the Board of Directors.
* Creation of donor communication materials including, newsletter content, gratitude report information, annual appeal content, and e-communications.
* Completing proposals and applications for potential individual, corporate, and foundation donors.
* Assisting with SHOW’s involvement in the annual Ride for Refuge.

Compensation: $25/hour ($20,000 annually)

To apply for this position, please send cover letter and resume by email to:

Gael Gilbert, Executive Director

[gael.gilbert@showaterloo.org](mailto:gael.gilbert@showaterloo.org)

*Please send with the title Development Coordinator Position*

**Application Deadline: 5:00 P.M February 18, 2020**

We thank all applicants for your interest in this position and regret that we can only contact those invited for an interview.