



Job Description: Donor Engagement Coordinator

541 Eatery and Exchange is a pay-it-forward cafe working to help our neighbours overcome the impacts of isolation, poverty, and injustice by cultivating a community of mutuality in our neighbourhood. Inspired by our Christian values, we are dedicated to welcoming all our neighbours inclusive of their circumstances, identity, and status.

Position Description: As the Donor Engagement Coordinator at 541 Eatery & Exchange, you will be a key player in driving fundraising initiatives and ensuring the organization's financial sustainability. Your role encompasses a wide range of responsibilities, from engaging with donors and managing databases to creating compelling content and contributing to strategic planning. Your efforts will directly impact the success of fundraising activities & events and contribute to the overall growth of the organization.

Rate of Pay: \$33,500-\$37,500 per year + benefits + 10 paid vacation days

Hours of Work: 30 hrs per week; Hybrid work arrangement

Anticipated Start Date: August 15, 2024

Reports to: Executive Director

Role and Responsibilities:

- **Strategic Collaboration:**
 - Collaborate with the Executive Director to plan and implement fundraising objectives as outlined in the organization's strategic plan.
 - Contribute innovative ideas and strategies to enhance the effectiveness of fundraising initiatives.
- **Content Creation:**
 - Develop engaging content for newsletters, mailings, and website updates that align with the organization's purpose and resonate with donors.
 - Ensure communication materials effectively convey the impact of donations.
- **Data Management:**
 - Update and maintain donor database, ensuring accuracy and completeness of donor information.

- Utilize data to generate reports and support decision-making processes.
- Donor Engagement:
 - Cultivate relationships with donors through regular communication, expressing gratitude for their contributions.
 - Provide personalized updates on how donor support positively influences the community.
 - Identify opportunities to deepen relationships with key donors.
- Grant Research and Applications:
 - Conduct comprehensive research to identify potential grants and funding opportunities.
 - Collaborate with the team to draft persuasive grant applications or proposals for submission.
- Follow-Up & Reporting:
 - Monitor the status of previously submitted grant applications.
 - Proactively follow up with grantors to inquire about progress, provide additional information if needed, and maintain positive relationships.
 - Prepare reports for successful grants awarded, including collection of
- Weekly Meeting Participation:
 - Attend weekly meetings with the Executive Director and/or other team members to coordinate efforts, share updates, and align strategies
- Other administrative duties as assigned

Qualifications:

- Bachelor's degree or Diploma in a relevant field (Fundraising, Nonprofit Management, Communications, etc.) or equivalent work experience.
- Membership in the Association for Fundraising Professionals is an asset.
- Minimum of 2 years of experience in fundraising or a related field.
- Strong written and verbal communication skills.
- Proficiency in donor databases, fundraising software, and Google Workspace.
- Analytical mindset with excellent problem-solving skills.
- Detail-oriented with the ability to manage multiple tasks and deadlines.
- Collaborative team player with the ability to work independently.

To apply: Please apply by emailing us at careers@fivefortyone.ca with your resume and cover letter attached. Only email applications will be considered (no direct messages on social media). We're grateful to all interested applicants, however, only those being considered for the role will be contacted.

541 Eatery & Exchange is a faith-based organization that exists to provide a space of belonging and excellent food to all. Our space, services, and employment are open to folks of every gender, race, religion, and sexual orientation. 541 seeks applicants who embrace our values and beliefs around respect for the dignity and diversity of our staff, volunteers, and community members.

Revision Date: Jun 28, 2024