

Fund and Community Development Coordinator

Who We Are

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and surrounding area. The Elliott offers a range of services to tailor care for each resident at every stage of life, including Long Term Care, Retirement, Life Lease and Respite Care. As a not for profit, charitable organization, we are dedicated to providing the highest quality of life for our residents, The Elliott has a unique philosophy formed on family values.

The Opportunity

Fundraising is an integral part of continually improving the Elliott Community's environment and services for its residences and employees. The Fund and Community Development Coordinator will exploit several sources of potential funding. This will include sources from all levels of government, foundations as well as corporations and other businesses. The Fund and Community Development Coordinator will expand the funder composition, broaden the funder base, and implement formal fundraising efforts. This includes forming and affirming existing ties within the community to build on the existing funding base. The Fund and Community Development Coordinator will work collaboratively with members of the Elliott Community, its volunteers and the Board, be accountable for the overall development and implementation of donor recognition programs, have specific oversight of projects involving activities associated with the funds, special events management and support special donor relations activities.

Responsibilities and Duties

- Lead the development of a multi-year fundraising plan with goals and objectives, KPIs, target donors, and actions.
- Commitment to the highest ethical standards and dedication to the organization's mission and values.
- Continue to build and foster Elliott Community relationships with our previous and current donors.
- Produce quarterly reports detailing funds raised, donor statistics, success stories, challenges, and recommendations.
- Develop and implement the fundraising strategy, including engagement of major donors, recurring donors, corporate gifts, and campaigns.
- Help develop a detailed budget alongside the Community Engagement Manager, income projections, expected expenses, and ROI (return on investment) analysis for department initiatives.
- Identify grants, complete applications, and complete required reports.
- Develop yearly fundraising goals and monitor progress to ensure these goals are met or exceeded.
- Develop and implement required policies and processes.
- Creation of marketing and communications plans and materials related to fundraising strategy (ex. solicitation letters).
- Conduct workplace presentations, including leadership and/or Board presentations covering projections and strategic insights.
- Ensure contributions are recognized, including through donor recognition, website and on social media.
- Act as an ambassador in the community, including at community and partner events, and in the media.
- Build and steward strategic partnerships and community collaborations.
- Identify, cultivate, solicit and steward donors to meet annual fundraising goals.
- Support the development of a fundraising business plan, containing strategies related to individual donors and prospects including identification, qualification, cultivation and successful solicitation.
- Develop and maintain a thorough understanding of The Elliott Community levels of living and services and uses this to create opportunities for donor engagement.
- Prepare compelling and strategic fundraising materials including, but not limited to, information briefs, cases for support, briefing notes, sponsorship materials and stewardship reports.

The Ideal Candidate

- Minimum of 3 years of development/fundraising experience in cultivating, growing, and managing a portfolio of major gifts, or experience working in various aspects of fundraising development, or an equivalent combination of education and experience
- Demonstrated success and/or specific training in fundraising, event management, marketing or communications.
- Knowledge of Revenue Canada charity guidelines is an asset.
- Proven ability to establish effective working relationships and network with all levels of management, staff, volunteers, residents, their families, community partners and external stakeholders.
- Strong computer skills: MS Office Suite, Canva, CRM database, Donor Management Software, Teams, etc.

- Demonstrated ability to solicit gifts and secure grant funding.
- Demonstrated experience with a Capital Campaign.
- Working towards obtaining or willing to obtain Canadian Fund-Raising Executive (CFRE) designation
- Valid driver's license and access to one's own reliable vehicle.
- Vulnerable Sector Search Criminal Record check.
- Must maintain an up to date immunization record including COVID-19 vaccination series, annual influenza and TB screening.

What We Offer

- This is a full time opportunity, 75 hours biweekly including some weekends and Public Holidays, as required.
- A competitive compensation package including participation in the OMERS pension plan.
- A flexible work environment and an opportunity to collaborate with goal oriented professionals and make meaningful contributions in the lives of our residents.

How to Apply

If you thrive in a value based, performance driven environment and enjoy a challenge, please send your resume to humanresources@elliottcommunity.org

The Elliott Community is an equal opportunity employer that values diversity in the workplace. We are committed to building a diverse and inclusive workforce that reflects the diversity of the community we serve. We welcome and celebrate the valuable differences among each of us and accept applications from all qualified persons.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.

As a health care institution, our highest priority is the safety of residents, staff and families. As a result, we are adopting all prevention measures to ensure the safety of our residents, staff and families. Vaccines are a proven, safe and powerful weapon in our battle against COVID-19. Now that vaccines are widely available and recognizing that our staff are already vaccinated against influenza and Covid-19, vaccination will be an enduring condition of employment for all new hires, except when impossible due to legitimate, established exceptions. Covid-19 vaccination status must be consistent with the prevailing definition provided by The Ministry of Health and LTC: a person who has received all recommended COVID-19 vaccine doses, including any booster dose(s) when eligible.