



JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community? CDRCP is currently seeking a visionary thinker that is positive and self-motivated. Come join our team of passionate difference makers!

ABOUT THE ROLE:

Coordinator, Communications and Fund Development

Job type: Full-Time, Permanent

Work Hours/ Week: 35 hours per week (Monday – Friday occasional evenings and weekends, on-site with some remote work)

Available: Immediately

Reports to: Business Management Officer

Salary: CAD\$ 46,000 – \$53,000 (Annually)

WHAT THIS POSITION HAS TO OFFER:

The successful candidate will have the opportunity to make an impact and gain unique work experience by:

To provide;

- Leadership in co-ordination, planning and delivery of internal and external communications and fund development strategies
- Overall agency responsibility for fund development, communications including social media, community outreach, and French Language Services.
- Direction in the development, planning and implementation of effective practices, standards and evaluation focusing on organizational strategic direction of programs



Major Responsibilities

- Responsible for overall fund development and revenue generation for the organization including being committed to developing a robust and diversified funding base.
- The Coordination will be expected to develop strong relationships with existing and new funders and to work closely with the Leadership team in relation to funders and donors.
- Lead the design and strategy for all internal and external Communications including digital marketing. Work with staff, committees, stakeholders, designers and/or printers to promote CDRCP's programs, values, goals, and activities, in a consistent and dynamic manner.
- Develop a framework for sharing the CDRCP story and the impact of the organization in the community.
- Work with the Leadership team to ensure communications and development outcomes compliment program outcomes and organizational direction.

Administration and Leadership

- Lead the coordination of all activities related to Communications and Fund Development
- Coordinate scheduling including but not limited to, shift coverage, outreach opportunities, and other eligible time off requirements
- Ensure practices are reflective of organizational and funder outcomes and measures
- Responsible for spending allocated funds and budgeting effectively for all communication and fund development projects and events
- Maintain effective health and safety practices, role model effective practices and adhere to policies and procedures
- Utilize a variety of techniques including coaching, modeling, active listening, observing, questioning, demonstrating, and supporting to ensure team support and program quality
- Meet with the Managers and Supervisors organizationally to identify and address any gaps or areas for growth, with guidance from the Business Management Officer
- Proactively work to foster an environment and culture of learning and growth organizationally
- Develop and maintain active and effective communication and information networks within the community

Evaluation and Research

- Participate in the evaluation of communication and fund development strategies to analyze and recommend strategies for enhancement
- Responsible for data collection and reporting
- Actively seek opportunities to address gaps and efficiencies
- Oversee the correct functioning of all CDRCP networks including website and digital marketing channels
- Work with the Managers and Information Technology contacts/consultants to address any gaps or create solutions to challenges
- Builds staff capacity as it relates to current trends, gaps, and research in relevant industries

Communications

- Coordinate delivery of services through appropriate innovative and technologically advanced tools
- Recommend and develop new communications strategies including digital marketing strategies to support CDRCP's mission and vision
- Analyze usage and adapt CDRCP's website, social media and other communication channels and lead the development of new strategies to increase awareness
- Enhance CDRCP's communication channels and maintain communication strategies with partners
- Build relationships with community partners and funders
- Develop and maintain media contacts, government relations and broader community connections to support telling CDRCP's story

Fund Development

- Develop fund development resources including proposals to individuals, foundations and corporations; fund-raising publications; communications materials, such as press releases and solicitation and acknowledgment letters
- Build relationships with community partners and funders
- Coordinate the diversification of the CDRCP funder and donor base in relation to the organizational strategic plan and program requirements



- Successfully lead the coordination of fundraising events, and other organizational campaigns
- Develop and maintain media contacts

Knowledge, Skills and Abilities:

- Visionary thinker
- Knowledge of relevant legislation and experience in communications, public relationships, fundraising, and public administration including their standards, policies and guidelines
- Client and family focused with a commitment to excellence
- Experience with community partners, community development and capacity building
- Excellent oral and written communication and presentation skills to represent the interests of CDRCP both internally and externally
- Strong analytical, problem solving, negotiation, conflict resolution and organizational skills in order to effectively assess needs, develop proposals, and reports, as well as working with staff teams.
- Sound coordination skills including technical, communications, organizational development technique and leading change initiatives.

Accountability:

- As a member of the Extended Management Team, the Coordinator participates in planning, operational reviews, strategic planning and as such has direct input into CDRCP policies, procedures, standards and guidelines. It is the responsibility of this position to plan, in collaboration with the appropriate Manager, annual goals and outcomes for each program area related to communications and fundraising.

Leadership:

- The Coordinator will provide overall leadership through a model of coaching and mentoring within their area of scope and practice
- Challenge others to develop as leaders while serving as a role model
- Facilitate effective team interaction and acknowledge each team member's contribution

Physical Effort/Environment

- The position works in a standard office environment and is not exposed to unpleasant environmental conditions. The incumbent will be expected to travel across all the territory that CDRCP covers and to travel outside Peel to complete some job responsibilities.

Sensory Attention/Stress

- The position requires effective and advanced use of current technology, a computer and other standard office equipment. The ability to drive and move frequently from one location to another is required. Stress may result from shifting deadlines and the need to provide leadership to ensure serious situations achieve the best possible outcomes.

Problem Solving/Decision Making:

- The Coordinator works under the direction of the Business Management Officer in collaboration with other members of the Management team. There is a high level of independence to lead and operate within relevant legislation, provincial, municipal and agency policies, standards, procedures, and guidelines.
- Judgment is used in supervising staff from different programs and the development and maintenance of effective community relationships
- The complexity of the decision making should be considered within the context of balancing strategic priorities, changing community needs, project risk-management planning, and cost benefit analysis. Budget decisions will be made within the context of developed plans and in consultation with the ED
- The Coordinator works closely with the Business Management Officer in providing strategic direction in relationship to communications and fund development at CDRCP

Service Outcomes

- Preparing, and monitoring funder service outcomes
- Preparing reports as needed to identify and manage changes outside of the service description
- Developing reports to identify and mitigate trends and gaps



Community Development

The coordinator is responsible for creating and maintaining positive relations with the wider community of related programs and services. This requirement is achieved by:

- Participate in community and government committees, inter-agency workgroups, professional groups and associations.
- Staying informed of cross-sectoral trends and best practices

CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

WHAT WE'RE LOOKING FOR:

The successful candidate will:

Qualifications:

- **Degree/ Diploma** education and related experience in Communications, Fundraising, Marketing, Public Relations, Government Relations, Media or related field
- 1- 3 years of related work experience
- Excellent verbal and written communication skills and strong interpersonal skills
- Strong knowledge of digital marketing strategies, relevant platforms and tools including email marketing services including executing paid marketing campaigns
- Working knowledge of content marketing principles and related areas such as search engine optimization and writing for the web including scheduling, reporting and analytics
- Experience in developing a variety of effective communication content including written, infographics, funding and donation proposals, and videos
- Demonstrated experience using Google Analytics and other analytics platforms
- Excellent organizational skills and ability to handle a range of responsibilities at the same time through effective prioritizing and time management skills
- Acceptable Criminal Reference Check
- Ability to work flexible hours and act independently
- Knowledge of current and relevant legislation including Canada's Anti-Spam Legislation (CASL)
- Valid Driver's License, a safe driving record and access to independent transportation
- French and or other language is an asset



HOW TO APPLY:

Please send your resume and cover letter to hemantika@cdrpc.com using the subject line "Coordinator, Communications and Fund Development" Applicant". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCPC please visit www.cdrpc.com.

CDRCPC is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCPC.