



## **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:**

**POSITION:** Coordinator, Communications and Fund Development

**WORK TYPE/ HOURS:** Full-time, Permanent (35 hours/week).

**Reports to:** Business Management Officer

### **WHAT THIS POSITION HAS TO OFFER:**

#### **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.

#### **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

**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:

**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](mailto: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 CDRCP please visit [www.cdrpc.com](http://www.cdrpc.com).**

CDRCP 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 CDRCP.