



Regional  
HIV/AIDS  
Connection

## ***Employment Opportunity***

### ***Fund Development Coordinator***

***Full-time, ongoing position***

***Starting Salary; \$41,500***

Regional HIV/AIDS Connection (RHAC) is a volunteer driven, non-profit, community-based organization serving the six counties surrounding London, Perth, Huron, Lambton, Elgin, Middlesex and Oxford. We are a community-inspired organization dedicated to enhancing the quality of life for individuals and diverse communities living with, at-risk for or affected by the challenges associated with HIV/AIDS. Our philosophy includes adherence to The Ontario Accord/GIPA (Greater Involvement of People Living with HIV/AIDS), Anti-Racism, Anti-Oppression, Sex Positivity, Principles of Harm Reduction, Holistic Health and Civil Society.

#### ***PRIMARY PURPOSE OF THE POSITION AND ROLE***

Reporting to the Director of Community Relations, the Fund Development Coordinator develops, plans, coordinates, implements, and evaluates agency fundraising activities and events to support the programs and services provided at Regional HIV/AIDS Connection. This includes an annual Fund Development Plan with fiscal and strategic objectives.

The Fund Development Coordinator is responsible to ensure positive relationships with stakeholders, donors, sponsors and partners to secure financial investment in support of the mission of RHAC. This includes, but is not limited to: grants and proposals, special events, direct giving, on-line giving, planned giving, corporate giving and major gifts. Donor cultivation, recognition and stewardship, in addition to lead-generation, donor prospecting, data-base management and communications are key functions. The Fund Development Coordinator will also support the Director of Community Relations in the development and integration of multi-year fund development and income diversification strategy aimed at enhancing organizational resources, flexibility and supporting growth objectives.

#### ***Responsibilities:***

- Lead the ongoing planning, promotion, execution and evaluation of two major community wide fundraising events
  - Sustaining annual spring “A Taste For Life” dining event (currently in its 15<sup>th</sup> year)
  - Growing annual World AIDS Day community fundraising and awareness campaigns including the Red Scarf Benefit Concert/ Red Scarf Project (currently in its 3<sup>rd</sup> year)

- Maintain budgeted stream of grant/ proposal generated revenue aligned to departmental program plan delivery (including community, corporate, government and other applications)
- Prospect and secure additional monetary and in-kind donations and sponsorships to support events and/or planned program needs.
- Evaluate and negotiate all Third Party fundraising opportunities and formerly manage contracts/ community partner delivery in line with RHAC mission, vision and values.

***General Fund Development portfolio oversight (acquisition/retention and administration)***

- Co-ordinate data management of donors, community partners, sponsors, in-kind and other sources of income using database management tools (e.g. Income Manager) – as well as operates other software and systems (AKA Raisin, CanadaHelps, etc.)
- Prepare charitable income tax receipts in compliance with CRA guidelines.
- Prepare and deliver donor prospecting and lead generation plans, and ensure effective stewardship and recognition plans for existing donor/ support base.
- Prepare and deliver major supporting documents and reports such as Case For Support, major event progress/ performance reports, annual and monthly overview reports, donor recognition communications , press/ media releases, advocacy and other writings/articles for RHAC
- Ongoing development and implementation of communication plans in support of fund-development initiatives
- Represent the agency in a public relations capacity for community development, partnership and prospecting for fund development, advocacy and branding

***Intra / Inter departmental collaborations***

- Notify and create effective roles, training and supervision/support for fund-development volunteers
- Contribute to fund development related web development, social media, video production and other traditional/ digital marketing and promotional materials
- Facilitate interdepartmental inputs and feedback for ongoing success of grant/ proposal applications, as well as signature events.

**QUALIFICATIONS AND SKILLS**

***Qualifications:***

- Undergraduate degree/diploma in fund-development, marketing or a related discipline
- Two (2) to three (3) years successful experience in a fund development capacity, preferably in the not-for-profit sector
  - Proven track record of successfully attaining funding for various non-profit/ community based programs through various grants and proposals, special events, fundraising campaigns, donor prospecting, philanthropic campaigning, corporate solicitation and major gifts
  - Experience in working with projects, programs and initiatives that improve health outcomes and quality of life through service delivery, programming, knowledge sharing, capacity building, self-empowerment, networking, advocacy, and fund development.
  - Experience in developing, coordinating, implementing and evaluating large scale event-based fundraising activities and campaigns
  - Experience with building, supporting, and managing strategic collaborative partnerships

- Skilled in developing and initiating new fundraising, programming and service delivery ideas in partnership with socially, culturally, ethnically and economically diverse individuals, institutions and groups.
- Excellent interpersonal, written, and oral skills including public speaking/presentations and representing an agency with exceptional diplomacy, tact and professionalism.
- The ability to manage priorities, multi-task simultaneous priorities, work independently with tight timelines, maintain confidentiality and deal effectively with changing deadlines
- The ability to work well both independently and in a team environment
- Strong computer skills including all Microsoft Office programs, data management software, granting/donor databases, customer relationship management systems, and digital communications - such as social media, and web content management
- Proven experience utilizing one or more donor database management tools and/ or online fund processing systems (e.g. Income Manager, CanadaHelps, AKA Raisin etc.)
- Must be able to work evenings and weekends when required in a variety of social and physical settings along with travel and offsite work
- Valid driver's license with regular access to a reliable vehicle for work related duties
- A satisfactory Vulnerable Positions Screening (Police Check)

**Cover letter and résumé may be submitted electronically to [hr@hivaidsconnection.ca](mailto:hr@hivaidsconnection.ca) or in hard copy to #30-186 King Street, London, ON N6A 1C7.**

**Application deadline is Monday, January 22<sup>nd</sup> 2018 at 12:00 noon**

*Regional HIV/AIDS Connection is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.*

We appreciate all submissions, however only those to be interviewed will be contacted.

No phone calls please. Thank you.