Are you a team player who is passionate about helping social-profit organizations grow and develop? The Centre of Hope requires the support of a confident donor-relations professional who excels in event planning, sponsorship development, and communications. The Fund Development Coordinator will assist the organization in cultivating and growing crucial relationships with major donors, sponsors and friends as they work toward a campaign goal. As well as execute the resource development strategy of the organization, this individual will be responsible for appealing to individuals and businesses throughout the community for funds.

***What you will do:***

* Develop sponsorship opportunities, new donor prospects and fundraising initiatives.
* Establish communication and relationships with potential sponsors and donors.
* Maintain relationships with current donors and sponsors.
* Plan and manage internal and external fundraising events.
* Attend networking events, including lunches and conferences.
* Maintain and expand donor database.
* Provide up to date program information to individuals and organizations as requested.
* Prepare monthly reports for Board of Directors meetings.
* Track and collect funds for events.
* Summary of post-event expenses and revenues.
* Basic financial input and overseeing finances of Fund Development and Events Coordinator.
* Prepare grants for funding.
* Monitor progress of event registration, ticket sales, and income.
* Manage Social Media Sites.

***Supervision Required***

* Receive overall direction from the Executive Director
* Provide input to the Executive Director in events, budget, policies and procedures relating to events and opportunities for partnerships.
* Work with the Executive Director to develop yearly proposals to funders.
* Report to the Executive Director monthly via written report to the Board and other meetings as required.

***Experience/Credentials***

* Bachelor’s degree in business, management and/or related experience.
* A solid combination of skills, credentials, and 2+ years of experience in similar field.
* A strong understanding and passion for the social profit sector.
* Skills in program development, implementation, marketing and promotion.
* The ability to work independently and as part of a team with enthusiasm and creativity.
* Experience in Grant Writing preferred.
* Advanced knowledge of MS office programs (word, excel, PowerPoint, outlook)
* Knowledge of accounting practices, principles and applications.
* Knowledge of financial reporting, budget development and cost/revenue analysis.
* Effective written and verbal communications skills.
* Decision making and problem solving skills.
* Diverse knowledge of multiple social media outlets.

• Flexibility to work some evenings and weekends as required for events.

Please submit your resume to:

Amanda Holloway , Executive Director @ [execdirector@fmcentreofhope.com](mailto:execdirector@fmcentreofhope.com)

We Thank you for your interest but only qualified applicants will be contacted for an interview.