



JEWISH CHILD AND FAMILY SERVICE
Strengthening Lives in Keeping with Jewish Values

FUND DEVELOPMENT COORDINATOR (0.8 FTE)

WHO WE ARE:

Jewish Child & Family Service (JCFS) is a client-centred non-profit social service agency, located in Winnipeg, Manitoba, offering a wide variety of supports. Our services include, but are not limited to, Addictions Services, Older Adult Services, Child Welfare, and Mental Health Supports.

JCFS has a supportive work culture. We provide a competitive salary, vacation time, health and dental benefits, pension, mental wellness supports, and professional development opportunities. We are committed to community involvement. We strengthen lives in keeping with Jewish values.

THE ROLE:

The Fund Development Coordinator is responsible for supporting JCFS with functions related to fund and donor development. This includes, but is not limited to, fundraising initiatives, donor acquisition, donor database management, and donor analysis

This role is 4 days per week. There may be some evening hours required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure ongoing integrity of JCFS donor database (Raiser's Edge) through activities including, such as timely entering pledges as they are received through donation sources, updating and expanding donor information, and entering all payments accurately into database
- Expand the JCFS donor database through donor outreach and stewardship
- Organize and run regular donation reports for Senior Leadership, such as campaign lists, donation trends, donor history, et cetera, while identifying trends and gaps
- Support with provision of donation receipts to all individuals and donors
- Assist with donor stewardship including acknowledgment letters, thank you cards, donor appreciation gifts, et cetera.
- Contact individuals, businesses, and other community organizations to promote JCFS fundraising campaigns; acquire donations from these parties
- Plan, organize, and assist with JCFS fundraising initiatives such as Annual Supporters Campaign, ad placements, galas, auctions, et cetera
- Work with leadership to ensure fundraising goals are met in a timely fashion
- Investigate potential granting opportunities and support Director of Operations with grant writing
- Other duties as assigned

YOUR FIT:

- Post-secondary diploma or degree in a relevant field is required
- 3 - 5 years of proven experience in fund development/fundraising
- Highly proficient in Raiser's Edge/Raiser's Edge NXT
- Able to import and export records through queries and reporting functions, and understand data generated through reporting
- Proficient using Microsoft Office software including Power Point, Word, Excel, Outlook
- Creative, enthusiastic, and dependable
- Superior interpersonal skills
- Excellent ability to manage competing priorities in an organized and efficient manner
- Excellent verbal and written communication skills
- Able to work both independently and collaboratively within a team
- Able to plan and execute major projects effectively
- Knowledge of Winnipeg Jewish Community is considered an asset
- Secondary language such as Spanish, Hebrew or Russian is considered an asset

WE OFFER:

- Group vision, dental, and health insurance
- Participation in group pension plan
- 3-weeks paid vacation
- 10 sick days per year
- Ongoing professional development
- Wellness initiatives including Self-Care Committee, SAD Lamps, and Staff Engagement events
- Group participation in community outreach opportunities
- Flexible work hours
- And more

SALARY RANGE:

\$38,0000 - \$42,000 per year (Based on education and expertise)

GET IN TOUCH:

Please send your resume and cover letter directly to Alexis Wenzowski, Director of Operations (awenzowski@jcfswinipeg.org)

Feel free to visit our website at www.jcfswinipeg.org or follow us on social media (@JCFSWinnipeg) to learn more.