



Administrator and Fundraising & Donor Relations Coordinator

Summary

CBWOQ is adding an Administrator and Fundraising & Donor Relations Coordinator to their team. In this role you will work closely in a small Christian ministry team, organizing administration, participating in event planning and giving support to various programs. You will be responsible for executing and developing fundraising strategies, ensuring effective donor stewardship and promoting CBWOQ within the Canadian Baptist family. This involves engaging with donors, ongoing stewardship of our base of donors and representing the organization at conferences and networking events.

Key Areas of Responsibility

- Office operations and administrative support
- Support and planning for events and meetings
- Implementing annual calendar of fundraising campaigns
- Donor management, development and support

Compensation

- 20 hours per week (flex, hybrid – at least two days per month in office)
- Salary starting at \$24, 800 (\$23.85/hr) plus pension plan
- Reports to the Executive Director

Qualifications

- Post-secondary education in communications, marketing, fundraising, business development, etcetera, or previous relevant experience
- Efficient, accurate, and organized with administrative and financial tasks. Exceptional time management and organizational skills, able to multi-task and prioritize with attention to detail.
- Proficient in Microsoft Office, Zoom, Excel, Power Point, Canva, email and other internet applications; familiarity with CRM platforms
- High level of ethical standards. Ability to handle sensitive and confidential information.
- G license and willingness to travel as required
- Excellent interpersonal and communication skills; able to effectively engage with all ages and backgrounds

- Highly relational, professional, personable, and resourceful. Self-motivated, able to take initiative and work independently with minimal supervision
- Public speaking: able to make presentations and represent CBWOQ to constituency and donors
- Commitment to personal Christian spiritual life and ongoing spiritual growth
- Alignment with the vision, mission and values of CBWOQ. Familiarity with CBWOQ/CBOQ families.

Duties

General Administration (approx. 10 hrs/wk.):

- Process incoming mail and large outgoing mailings, manage general email, materials, maintain office supplies.
- Process deposits, invoices, and donations
- Maintain admin email account, responding to inquiries; maintain database; create and maintain documents
- Support for in-person meetings for Board of Directors
- Assist staff team in executing and facilitating annual AGM and in-person women's retreat

Donor Relations and Fundraising (approx. 10 hrs./wk)

- Donor Relations, Stewardship and Engagement
 - Strengthen relationships with current donors including individuals, women's groups, churches and foundations
 - Develop and implement donor stewardship plan to attract new donors and enhance donor retention and satisfaction.
 - Develop, implement and manage customized donor communications and recognition program
 - Organize and maintain up-to-date donor data in the CRM (client/donor management system)
- Fundraising Strategy and Execution
 - Develop and implement annual fundraising strategy and campaigns to meet annual donation targets.
 - Create and generate digital appeals to reach current and prospective donors across multiple platforms.
- Reporting and Analysis
 - Regularly report on the progress of engagement, fundraising activities and campaigns.