

## Summer Employment Opportunity

### FUNDRAISING COORDINATOR

#### **About YWCA Edmonton**

YWCA Edmonton is a community leader in advocacy, counselling services, disability services, sexual health and wellness services, youth programming, and outdoor experiences in the Edmonton Metropolitan Region. Through education, empowerment and a service-centric approach to supporting clients, the YWCA inspires leaders to advocate for equity in our community. We are seeking a dynamic, dedicated and passionate Fundraising Coordinator.

#### **Job Summary**

Reporting to the Fund Development Manager and working with the External Relations team; the Fundraising Coordinator supports the development, stewardship, and engagement of YWCA Edmonton donor relationships during our peak season. This includes connecting directly with individual supporters and corporate partners to build connections and explore partnership opportunities, working with the Fundraising Team to lead data analysis and prospect research, assisting with virtual events, and assisting with fundraising campaigns.

The Fundraising Coordinator will be an enthusiastic communicator, detail-oriented, and possess good judgment and discretion. They will be a “go-getter” and a relationship builder, with the ability to work remotely. They will have strong professionalism and maturity.

#### **Responsibilities:**

- Work remotely as a member of the YWCA Edmonton External Relations team
- Cultivate and support relationships with YWCA donors, stakeholders, and prospects to generate support and event participation
- Working with the Fund Development team, lead prospect research and donor data analysis
- Assist with development and execution of virtual events, donor gatherings and information sessions
- Liaise with community groups and organizations to assist and support their onsite/workplace fundraising efforts
- Support the development and execution of seasonal fundraising campaigns and initiatives
- Act as an ambassador on behalf of YWCA Edmonton
- Prepare progress reports and feedback for review by Fund Development Manager
- Availability for occasional weekend and evening work
- Other duties as assigned.

**Qualifications Required:**

- As this job is funded by the Canada Summer Jobs grant, eligible candidates must be between 18 and 30 years of age
- Minimum 1-2 years marketing, fundraising or sales/retail experience (professional or voluntary)
- Excellent computer skills (Microsoft Office)
- Ability to work remotely with access to a reliable internet connection
- Outstanding written and verbal and telephone communication skills
- Experience with Raiser's Edge or relational databases an asset
- Passion for the mission and goals of YWCA Edmonton

**Additional Skills:**

- Enjoys relationship building and has the ability to engage with high-value sponsors and donors
- Can effectively promote opportunities and partnerships through excellent public speaking, presentations and face-to-face/virtual networking
- Inspire action, build momentum and encourage participation
- Proactive, goal-oriented and resourceful

**Checks & Insurance:**

- Able to provide a clear Criminal Record and Vulnerable Sector Check
- Able to provide a clear Intervention Record Check

**Employment Type:** 24 hours per week

**How to Apply:**

Submit your resume and cover letter to **Louise Hogg, HR Business Partner** via email at [L.hogg@ywcaedm.org](mailto:L.hogg@ywcaedm.org)