

**JOB TITLE:** Fundraising Coordinator

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**Application Deadline:** June 20th, 2022 at 11:59pm EST

In partnership with the Canada Summer Jobs Program, CCGSD is hiring someone who is 30 years of age or younger for the Fundraising Coordinator role!

**Status:** Full-time (37.5 hours - 8-week contract from July to early September)

**Location:** Remote position

**Reports to:** Fundraising and Marketing Coordinator; Communications & Advocacy Manager

**Salary:** \$20.00/hour

### **About the Canadian Centre for Gender and Sexual Diversity (CCGSD)**

The Canadian Centre for Gender and Sexual Diversity (CCGSD) is a national, youth-focused 2SLGBTQ+ organization that promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation. We address discrimination through educational programming, research, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give tools to wider populations in building allyship. For more information, please visit our website at [www.ccgdsd-ccdgs.org](http://www.ccgdsd-ccdgs.org).

If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require*

### **SCOPE OF THE POSITION:**

The Fundraising Coordinator will work closely with the Fundraising and Marketing Coordinator on fundraising activities at CCGSD. This includes the successful migration of donor data to Canada Helps DMS, communicating with existing donors, supporting the development of fundraising appeals and grant writing. This role requires a background in fund development and donor stewardship, experience in donor management tools, and project management skills.

**The Fundraising Coordinator will contribute to achieving organizational goals and objectives through the following:**

- Communicate with donors (and potential donors) including on the phone and written (e-mail, paper, and some online).
- Support the development and implementation of donor engagement strategies, including holiday and awareness campaigns.
- Coordinate and support third party events and community initiatives.
- Assist with the development of a donor relations protocol document.
- Support the promotions for special events on an as-needed basis.
- Support the Executive Director and Fund Development Unit with grant writing tasks including government, corporate, and private foundation funding opportunities.
- Assist the C&A Department with the on-boarding for the new DMS/CRM (Canada Helps).
- Assist with ongoing maintenance of CRM and other donation related records.
- Assisting with other administrative and fundraising tasks as needed.

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#### **REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:**

- Combination of education and/or work/volunteer experience in communications, marketing, fundraising or related field.
- Experience in a customer service-focused setting.
- Ability to communicate effectively, and promptly, with diverse audiences having differing levels of knowledge.
- Excellent interpersonal skills; must be personable both in person and on the phone.
- Proficient with computers especially Microsoft Office programs and CRMs.
- Ability to work well with a team and independently.
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada.
- A thorough understanding of 2SLGBTQ+ rights issues in Canada, and issues related to equity in education as well as CCGSD's mission.

**\*\* MUST be eligible to work in Canada \*\***

**Please submit a cover letter and resume with the subject title "Canada Summer Jobs - Fundraising Coordinator" to [recruitment@ccgsd-ccdgs.org](mailto:recruitment@ccgsd-ccdgs.org)**

For additional career opportunities with CCGSD, please visit <https://ccgsd-ccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today: <https://ccgsd-ccdgs.org/newsletter/>