

The Lighthouse Soup Kitchen & Shelter/Building Hope

Job Posting Development Coordinator

Who We Are

Joining The Lighthouse Soup Kitchen and Shelter /Building Hope “hub model” facility project, you will become part of a fast-paced and dedicated team that works together to provide for those experiencing homelessness with the highest possible level of service while building community collaboration and partnerships to create a thriving community.

Position Summary

Under the supervision of the Executive Director, the Development Coordinator plays a key role in growing our funding base and capital campaign. We are looking for an experienced fundraising expert, who is an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team. Full-time 6-month contract with possibility of extension.

Key areas:

- Donor Prospecting
- Donor Stewardship
- Event management
- Public relations and communications

What we are looking for:

- Proven experience with successful fundraising / capital campaigns
- Management and maintenance of our Giftworks donor database
- Highly organized individual who is both confident as a public speaker and working independently behind-the-scenes work in support of a great cause.
- Knowledgeable in Quick Books and working with financial statements/budgets
- Track and compile data related to funding streams.
- Coordinate grant proposals and reports
- Proven administration skills with strong attention to detail, ability to think ahead and proactively plan for future needs
- Communicate effectively, both written and verbal
- Experience working with volunteer committees and teams
- Event planning and implementation

Qualifications

- Willing to adhere to the vision and mission of The Lighthouse
- High standard of integrity, judgement and confidentiality
- Experience in fundraising and database management, donor development
- College diploma or University degree in fundraising, business or equivalent
- Minimum 3-5 years of experience directly linked to fundraising

How to apply:

Send cover letter and resume to Linda Goodall, Executive Director,
linda@orillialighthouse.ca

Thank you to all that apply! Only those to be interviewed will be contacted.



Vision:

Guiding the vulnerable out of life's storms towards hope.

Mission:

Providing a safe place that meets physical needs, gives spiritual hope and points the way to wellness.

Orillialighthouse.ca