



PLEASE POST IMMEDIATELY

Donor Relations & Volunteer Coordinator

Salary range: \$42,000 - \$46,000

Full-time: (30-37.5 hours per week)

Rose of Sharon Services for Young Mothers is a registered charity that provides free programs and educational services in York Region to 300 vulnerable prenatal and parenting youth parents while they build greater stability in the lives of their children. For the past 36 years, our programs have empowered youth to embrace their strengths, build parenting skills, increase child development knowledge and develop their personal capacity to overcome barriers. Offered online and on-site in a welcoming, safe and inclusive space - youth parents set goals and work toward building the future they envision for themselves and their children.

JOB OPPORTUNITY

Salary range: \$42,000 - \$46,000

Full-time: 30-37.5 hours per week with flexible work schedule / occasional evenings & weekends

Benefits: Extended healthcare available after probation period. Free parking

Are you looking for a career where your day-to-day work will have a positive impact on the community and will make a real difference in the lives of vulnerable families? Do you enjoy building partnerships and connecting with people, who like you, want to give back? Would you like to work in a supportive and flexible, team-based environment where you can develop your skills, share your creative ideas and your contributions are appreciated? If so, then Rose of Sharon may be the perfect fit for you! We are looking for a person who is outgoing, detail-oriented and creative to join our Fund Development & Communications team.

The Donor Relations & Volunteer Coordinator plays a key role in promoting our charity's brand presence by creating communication tools and developing/maintaining our social media content. As a valued team member, the right person will help us achieve our fund development goals by providing quality donor support services and help us build long-term collaborative relationships with community volunteers who are vital to fulfilling our mission to provide supportive services to prenatal and parenting youth parents living in York Region. This role is happily supported by our Fund Development Manager.

RESPONSIBILITIES

- Maintain the Blackbaud - Etapestry donor management database. This includes data entry, donation receipt preparation and contribution/fund development reports.
- Process gifts/donations and prepare bank deposits. Provide monthly donation reconciliations and annual audit requests to the Finance department.
- Ensure tax receipting and other donor acknowledgements are in line with current CRA guidelines.
- Brainstorm and share ideas for creative fundraising campaigns that will support our fund development efforts.
- Assist with special event fundraisers.
- Collaborate and develop social media content to build awareness and engagement across platforms.
- Encourage community engagement through real time responses to comments and actively create conversations across platforms.
- Keep agency website up-to-date and provide communications support for the client portal.
- Provide monthly reports on social media performance. Analyze and provide recommendations for improving performance, including use of other social media platforms that are not currently leveraged.

- Work collaboratively to create communication materials for a variety of target audiences and purposes (donors, volunteers, participants, special events, advertising/promotion, etc.)
- Prepare mailing lists and deploy donor/agency communications via email/post.
- Manage communication production/printing (annual report, posters, cards)
- Maintain brand guidelines and consistency across all communication tools. Assist with staff training on branding guidelines and Canva software.
- Coordinate volunteer activities, working in partnership with agency team members to identify volunteer needs.
- Develop and foster relationships with community agencies and post-secondary faculties to promote volunteer opportunities.
- Recruit, screen and match volunteers for appropriate roles, ensuring that required documentation is completed.
- Track volunteer statistics and provide monthly reports.
- Ensure that volunteers receive the guidance, training and support needed to succeed.
- Attend internal staff meetings and staff training as required.
- Support the agency's Leadership Team and Volunteer Board of Directors as requested.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS

- Diploma or equivalent work experience in a related field such as Communications, Public Relations, Fund Development &/or Volunteer Coordination.
- Ability to work both as part of a team and independently with minimal supervision.
- Strong organizational skills with attention to detail and accuracy. Comfortable with multi-tasking and able to manage priorities and deadlines. A creative problem-solver who is comfortable with a fast-paced environment.
- Excellent communication (verbal & written), customer service and interpersonal skills.
- Proficient with Microsoft products (Outlook, Word, Excel, PowerPoint).
- Knowledge of Adobe Creative and Canva softwares is an asset.
- Past experience with donor management database.
- Demonstrated skill in the use of CMS platforms (i.e. WordPress).
- Basic video editing skills (i.e. iMovie).
- Experience with Google Analytics (tracking and reporting) and knowledge of SEO best practices is an asset.
- CPR/First Aid Training is an asset
- Current Vulnerable Sector Screening
- A valid Driver's License and access to a reliable vehicle

PERSONAL SUITABILITY

- Maintain professionalism in the workplace.
- Flexible and cooperative approach to working with others.
- Non-judgmental, positive, and caring attitude with sensitivity to the impact of the social, economic, environmental, and cultural issues of our participants.
- Maintain agency, participant and donor confidentiality, following the agency's policies and procedures.
- Respectful of Rose of Sharon's mission, vision, and values. For more information about Rose of Sharon, please visit our website at www.roseofsharon.com.

WORKING CONDITIONS

- During the COVID-19 pandemic, work will be completed from home with equipment provided by Rose of Sharon until further notice. Once public health restrictions are lifted, the individual will work primarily in our Newmarket, Ontario location (316 Eagle Street, Newmarket ON L3Y 1K5).
- Some travel within York Region will be required.

PHYSICAL REQUIREMENTS

- Proof of COVID-19 vaccinations is required prior to employment.
- The individual will spend time sitting, using office equipment and computers. There may also be some light lifting of supplies and donated materials from time to time.

APPLICATION DEADLINE: January 28, 2022

- The job posting will remain open until hiring confirmation.

Please forward your resume, design/communications portfolio (if available) and proof of COVID-19 vaccination to: Karen Warner, Fund Development Manager | email: kwarn@roseofsharon.com.

We thank all applicants for their interest. We will contact only those selected for an interview. Applicants are encouraged to provide a valid email address for communication purposes. **No telephone or in-person inquiries please.** Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: kwarn@roseofsharon.com and identify the job title in the subject line.