

Development Coordinator

Reports to: Manager of Annual Giving
Work environment: Hybrid, as per FBC's policies- 2 days in office, 3 days remote (subject to change based on public health guidance)
Role type: Full time, permanent
Salary range: \$45,000-\$60,000 full time annual salary plus extended health benefits and RRSP
Deadline to apply: January 2nd, 2022

About Fighting Blindness Canada (FBC)

Fighting Blindness Canada (FBC) is Canada's leading private funder of vision research. FBC offers hope to Canadians by identifying the best, most promising research that is driving treatments and cures for blinding eye diseases, and by raising and stewarding funds to support this essential, sight-saving research. Vision research is on the cusp of transforming care for blinding eye diseases.

Over our 48-year history, FBC has invested over \$40 million to support vision research and education across Canada: that's over 200 research grants that have led to over 600 new discoveries in areas such as stem cell research, neuroprotective therapies, technological developments, pharmaceuticals, and gene therapies.

Position Summary

The Development Coordinator will be a valued member of the Philanthropy team at Fighting Blindness Canada by providing administrative support to the Annual Giving, Planned Giving/Major Gifts and Corporate Development teams.

Your supervisor will be the Manager, Annual Giving to help guide weekly work priorities and the flexibility between the following programs: Annual Giving/Administration (50%), Planned Giving/Major Gifts (15%), and Corporate Development (15%). The balance of time will be utilized based on urgent workload requests.

Key Responsibilities:

Receptionist and Administration: 45%

- Responsible for answering incoming calls, handling donor inquiries, and directing to appropriate staff
- Monitoring and triaging the info@ email account
- Coordinating and executing in house donor stewardship mailings
- Tribute Program Fulfillment – tracking donations, sending out acknowledgement cards, ensuring that all codes, notes, copy of obituary etc; are added to the database

Donor Relations: 35%

- Responsible for conducting thank you calls, regular thank you communications with donors, both verbal and written
- Maintain a high level of communication and customer service to donors with timely response to inquiries
- Contacting monthly donors to obtain updated banking information

Donor Database: 10%

- Adding, updating constituent records in Raiser's Edge
- Generating donor lists and reports
- Preparing global uploads/import templates
- Updating credit card information for monthly donors
- Maintaining data integrity

Donation Processing and Financial Report Tracking: 10%

- Responsible for processing all Annual Giving, Major Gifts and Corporate donations received via phone or mail which includes accounting forms, thank you letters/tax receipts
- Assist with payment processing for all sponsors and partners of FBC
- Update Annual Giving report bi-weekly

Qualifications and Requirements

- Strong communications, pleasant phone manners and etiquettes
- Evidence of up to date COVID-19 vaccination is a requirement of the position.
- Excellent time management and organizational skills
- Solid computer skills (proficiency in Excel is required)
- Comfortable to learn and use database/software (Raiser's Edge, in house data base)
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Adhere to the AFP Fundraising Code of Ethics and the Donor Bill of Rights

To Apply:

Please submit your cover letter and resume by 11:59pm January 2, 2022 to jobs@fightingblindness.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted.