



## BEREAVED FAMILIES OF ONTARIO – KINGSTON REGION

993 Princess St., Unit 14, Suite 1415

Kingston, ON, K7L 1H3

[bfo@kingston.net](mailto:bfo@kingston.net)

613-634-1230

[www.bfo-kingston.ca](http://www.bfo-kingston.ca)

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*We are the bereaved helping the bereaved learn to live with grief. We can help the healing begin.*

**POSITION TITLE:** Fundraising Coordinator  
**POSITION TYPE:** Fixed-term contract  
**START DATE:** June 19, 2023

We are Bereaved Families of Ontario – Kingston Region. We provide programs, services, and resources based on a peer support model to individuals, families, children, groups, and communities. We are the Bereaved helping the Bereaved learn to live with grief. We can help the healing begin.

As Fundraising Coordinator, you will report directly to the Board of Directors, and collaborate on the design and implementation of our fundraising efforts. In this new staff position, you will ensure all ambassadors (Board of Directors, Marketing & Events Committee, and the Office and Program Administrator) have what they need to be successful in their efforts to increase financial resources.

### Location and Hours

- 20 hours/week
- Flexible, with a work-from-home option

### Key Responsibilities

- Build on our fundraising strategy by integrating innovative new ideas and approaches, and implementing them effectively
- Collaborate with Board Members, and the Office and Program Administrator to develop an annual Fund Development Plan and Budget
- Develop and implement a donor stewardship strategy
- Research donor prospects and grant opportunities
- Coordinate grant writing and solicitation of corporate donations, with support from the Office and Program Administrator
- Execute fundraising and memorial events, with support from Board Members, Marketing & Events Committee members, and the Office and Program Administrator
- Collaborate with the Office and Program Administrator on external communications materials such as e-newsletters, website and social media content, fundraising campaigns, and event communications
- Other duties as assigned by the Board of Directors
- Some evening and weekend hours may be required

## **Knowledge & Experience**

- Bachelor Degree, College Diploma, or equivalent
- Proven experience with social media, website, and e-communications technology
- Event management within the charitable sector is an asset
- Successful track record in the development and execution of fundraising programs, and in the development and stewardship of donors/sponsors

## **Skills & Abilities**

- Passionate about our organization and the work we do
- Excellent social, interpersonal, and leadership skills
- Strong verbal and written (emails, letters, reports, PowerPoint presentations, etc.) communication skills
- Comfortable with public speaking to a variety of audiences
- Excellent editing and proofreading skills, detail-oriented with exceptional organizational skills, and the ability to prioritize effectively
- Familiarity with CRA charitable guidelines, privacy legislation, and ethical guidelines for marketing, communications, and fundraising best practices
- A Vulnerable Sector Check is required
- Valid driver's licence and access to a vehicle is an asset, but not required

Please apply by email to [bfo@kingston.net](mailto:bfo@kingston.net) with subject line "Fundraising Coordinator". The closing date for applications is May 31, 2023.

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