



Matthew House
Refugee Welcome Centre - Windsor

Fundraising and Administrative Assistant

Matthew House has quickly become the leading settlement and support agency for Refugee Claimants in Windsor-Essex. If you join us, you will become part of a fast-paced and dedicated team that uses a HOME and FAMILY model to provide HOPE for newly arrived Refugee. Our shared goal is to see these vulnerable individuals quickly become self-sufficient, contributing members of our community. We are a faith based organization that welcomes all refugees regardless of their race, religion, sexual orientation or political opinion and seek to help people develop confidence and restore their personal dignity. To learn more visit www.matthewhousewindsor.org

Status:	Permanent
Hours and Rate:	35 hours per week, rate of pay to be negotiated
Start Date:	Immediately
Application Deadline:	Posting will remain active and interviews will be conducted until a candidate has been selected. Those interested are encouraged to apply right away.

Position Summary: Under the guidance of Matthew House's Executive Director, the Fundraising and Administrative Assistant will be a results driven professional who is passionate, articulate, and able to engage donors and partners of the organization. They will cultivate revenue growth by building and maintaining relationships with donors, pursuing grant opportunities, and executing quality fundraising events. They will also provide administrative support to the Executive Director.

Key Responsibilities: communications, donor engagement, resource development, administration.

Preferred Qualifications:

- Post-secondary degree with experience in fund raising, communications, or administration
- Demonstrated Christian faith and adherence to orthodox Christian doctrine
- Experience working cross culturally and comfortable with diverse languages
- Self-directed and able to take the initiative on projects
- Above average written and oral communication skills
- Experience using social media to drive engagement
- Experience using graphic design tools to create engaging content
- Strong computer skills including Office365 and CRM databases
- Demonstrated success writing grant proposals and donor appeal materials
- Ability to work in a fast paced, team environment

Candidates are encouraged to view the full job description available at:

<http://matthewhousewindsor.org/getinvolved>

Please send resume and cover letter by e-mail only to: Mike Morency, Executive Director
executivedirector@matthewhousewindsor.org

We appreciate all applications but regret that only those selected for an interview will be contacted directly.