

Matthew House Refugee Welcome Centre
Windsor Baptist Refugee Ministries

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| Job title | <i>Resource Development Coordinator</i> |
| Reports to | <i>Executive Director</i> |

Position Summary:

Matthew House's Resource Development Coordinator 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.

Key responsibilities: Donor engagement, communications, events, and resource development.

Key Responsibilities

Donor Engagement

- Maintain donor database and mailing lists
- Assist finance staff with reconciliation of donations and receipts
- Respond to donor inquiries in a timely manner
- Establish and grow relationships with donors and corporate partners
- Make direct connection with donors to pursue increased giving
- Track giving appeal methods and results

Communications

- Develop and publish targeted newsletters
- Create engaging posts for social media accounts
- Regularly update agency website
- Create engaging content (graphics, reports, proposals, presentations)
- Prepare donor communications and appeals
- Develop a business case and case for support statements
- Train and coordinate a team of Matthew House Ambassadors
- Schedule speaking dates for a team of Matthew House Ambassadors

Events

- Develop innovative fundraising events and activities
- Plan and lead effective fundraising and community engagement events
- Develop and coordinate a team of fundraising/event assistants
- Welcome and provide tours for guests (donors and partners) at Matthew House

Resource Development & Grants

- Research funding opportunities
- Develop grant and funding proposals
- Develop and implement a Planned Giving strategy
- Research potential Major Gift Donors and develop approach strategies
- Research and implement ways to engage new donors
- Assist ED in developing an annual fundraising and development plan

Due to the nature of our work, Matthew House emphasizes team work and the Resource Development Coordinator may be required to assist other staff, volunteers, and donors from time to time, and as their own workload permits.

Other duties and special projects may be periodically assigned by Executive Director.

Preferred Qualifications

- Post-secondary degree with experience in fund raising or communications
- 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
- Experience using social media to drive engagement
- Strong computer skills including Office365 and CRM databases
- Above average written and oral communication skills
- Demonstrated success writing grant proposals and donor appeal materials
- Ability to work in a fast paced, team environment
- Ability to speak a second language and willingness to work towards CFRE designation are considered assets
- As condition of employment, must:
 - Hold a valid driver's license and have use of a vehicle with appropriate insurance
 - Provide a Vulnerable Sector Police Clearance
 - Complete an Oath of Confidentiality

Direct reports

- Students and volunteers as assigned

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| Approved by: | <i>MM</i> |
| Date approved: | <i>11/05/2024</i> |
| Reviewed: | |