

POSITION TITLE: Philanthropy & Communications Coordinator

Employment Type (FT,PT,Contract): PFT

Rate of Pay: \$41,638

Job Location: Hamilton

Hours of Work: 35/wk

Start Date: ASAP

Application Deadline: Friday, September 20, 2019

COMPANY NAME: Catholic Family Services of Hamilton

Street Address: 2B-688 Queensdale Ave E

Phone: 905-527-3823

Fax: 905-546-5779

Email: hresources@cfshw.com

Website: www.cfshw.com

General Description of Duties:

- ☐ **Steward and cultivate current donors and community partners/maintain and grow the donor database**
- ☐ **Build upon and grow our Annual Giving Program, Major Gifts Program, and Direct Mail Campaigns**
- ☐ **Write proposals to obtain grants and prepare presentations to deliver to potential donors and key stakeholders**
- ☐ **Maintain the CFS website and social media accounts, write content and design as needed**
- ☐ **Effectively use social media platforms and proactively promote fundraising initiatives and share stories**
- ☐ **Plan and execute special events**
- ☐ **Monitor, evaluate and report on all fundraising linked activities**

Skills and Experience Required:

- ☐ **Secondary education in philanthropy, marketing and/or communications**
- ☐ **5 years of experience in the fields of philanthropy, marketing and/or communications**
- ☐ **Demonstrated abilities to work as a team player and to facilitate and mobilize support**
- ☐ **Resourcefulness, initiative and flexibility**
- ☐ **Excellent communication skills, both written and verbal**
- ☐ **Experience leading a corporate social media strategy**
- ☐ **Financial numeracy, including budgeting and financial management**

- ☐ **Ability to meet deadlines**
- ☐ **Proficiency in French language an asset**
- ☐ **Must have own transportation**

How to Apply:

If interested, please reply with letter of intent by 4 pm on Friday, September 20, 2019 to:

Human Resources Coordinator

Catholic Family Services of Hamilton

2B – 688 Queensdale Ave E

Hamilton, ON L8V 1M1

Fax: (905)546-5779

Email: hresources@cfshw.com

No phone calls please

All communications will be held in strict and professional confidence. CFS is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. CFS would like to thank all applicants for their interest; however, only those being considered will be contacted. CFS is a fragrance-free environment.

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