



Donor Relations Coordinator

The Chatham-Kent Hospice Foundation is looking for a dedicated and detailed-oriented individual to join our small team as our Donor Relations Coordinator. Reporting to the Executive Director, this role is responsible for the efficiency of our donation management processes and is a point of contact for donors. The Chatham-Kent Hospice Foundation is dedicated to raising the funds needed to support the compassionate, end-of-life Hospice care offered to local families at Chatham-Kent Hospice.

Job Title:	Donor Relations Coordinator
Reports To:	Executive Director, Chatham-Kent Hospice Foundation
Hours of Work:	Monday – Friday – 8:30 am – 4:30 pm
Start Date:	February 14, 2022 or TBD

Qualifications:

- College diploma in business administration or equivalent in related subject area
- Minimum of 3 years work experience in an administrative role
- Experience with Database Management and Data and Financial reporting
- Experience in the fund development/ nonprofit sector an asset

Related Skills:

- Excellent communications skills, both oral and written
- Demonstrated computer and internet skills, including Microsoft Office Suite.
- Superior organizational, time management and multi-tasking ability with exceptional attention to detail
- Ability to handle confidential matters
- Ability to work independently and reliably within a team environment
- Ability to interact professionally with donors, staff, volunteers and other partners
- Demonstrated performance reflecting the culture and mission, vision, values of Chatham-Kent Hospice Foundation

Responsibilities:

- Record, receipt and prepare correspondence for all donations.
- Prepare monthly reconciliation reports.
- Maintain donor database and accuracy of donor information.
- Oversee the work of volunteers who assist with donation recording and project completion.
- Steward and maintain relationships with donors and volunteers.
- Provide planning and coordination support to special event and/or fund development projects.
- Prepare research, analysis, reports and briefing notes in support of fund development and special project work.



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Police Check Requirements:

The nature of this position will require the successful candidate to provide a Vulnerable Sector Police Background Check prior to commencement of employment; please note that it may take several weeks to obtain a Police Information Search.

Health Screening Requirements:

- Negative TB Test (2 step)
- Proof of COVID-19 Vaccination (minimum 2 vaccinations + date of booster)

How to Apply:

Chatham-Kent Hospice Foundation is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please apply by email with a resume and cover letter in PDF or .docx format to Sarah Baute, Human Resources Generalist (sbaute@chathamkenthospice.com) by Sunday, January 16, 2022.

We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.