



<b>Job Description</b>	Foundations and Grants Coordinator
<b>Date Prepared</b>	December 15, 2021
<b>Reports to</b>	Manager, Foundation and Individual Giving
<b>Immediate Reports</b>	None
<b>Status</b>	Full-Time
<b>Salary Expectations</b>	\$43,550 to start plus benefits

### **Job Purpose**

The Foundations and Grants Coordinator supports the Foundations and Individual Giving portfolio in achieving revenue targets for Sunshine, by conducting prospect research, completing funding application requests, and cultivating and stewarding relationships with private and public foundations.

### **Duties and Responsibilities**

- Responsible for a portfolio of foundation donors and prospects, including cultivation, stewardship, and accurate tracking of all relevant information.
- Work with the Manager, Foundation and Individual Giving on the identification, cultivation, solicitation, and stewardship of Sunshine's foundation and individual giving supporter base with focus on donor acquisition and retention.
- Prepare and submit compelling funding proposals and grant applications to drive growth and supporter loyalty.
- Conduct research and build prospect pipelines to expand the supporter base.
- Collaborate with volunteers who assist the Fund Development team with prospect research.
- Support the Manager, Foundation and Individual Giving with other aspects of the portfolio, including Direct Mail, Sustained Giving, Major Giving, Planned Giving, and Tribute Giving.
- Maintain supporter database records, prepare analytic reports, and assist the Fund Development team with budgeting and financial tracking.
- Support the achievement of overall Fund Development budgets.
- Work with the Manager, Foundation and Individual Giving to develop growth strategies for the portfolio and regularly monitor progress towards goals.
- Coordinate stewardship activity for foundation donors.
- Provide administrative support and assist with special projects as required.

## Qualifications

- At least 2 years of proven experience; preferably in a non-profit environment in fundraising, research, or grant writing.
- Bachelor's Degree is required.
- CFRE designation an asset.
- Bilingual French/English an asset.
- Experience with fund development processes: prospect research, cultivation, solicitation, and stewardship activities.
- Superior written communication and proposal writing skills.
- Excellent organizational, planning, and time management skills, with demonstrated ability to manage multiple tasks and meet deadlines.
- Strong computer literacy, including full competency in Microsoft Office programs (Outlook, Word, Excel, and PowerPoint). Experience with Adobe suite of products (InDesign, Photoshop or Illustrator, Acrobat) an asset.
- Demonstrated technical proficiency working with donor management platforms, preferably Raiser's Edge, and fundraising software such as Grant Connect and iWave.
- Team-oriented with experience working with volunteers and community organizers.
- Outgoing and enthusiastic fundraiser with an entrepreneurial spirit.
- Demonstrated creative thinker with a commitment to service excellence.
- Flexible and able to cope with changing priorities.
- Ability to work independently and take initiative.
- Demonstrates personal integrity and honesty, with respect for confidentiality.
- Knowledge of and experience with issues related to disabilities an asset.
- Ability to work evenings and weekends as required.
- Willingness and ability to provide proof of vaccinations as preferred by federal and/or provincial guidance
- Some local travel will be required as well as possible national travel; valid driver's licence and regular access to a vehicle required.