

## Donor Relations Coordinator (1-Year Contract, Full-Time)

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The Children's Treatment Centre Foundation of Chatham-Kent (CTC Foundation) raises community awareness and funds to support the Children's Treatment Centre of Chatham-Kent (CTC-CK).

### Position Summary:

The CTC Foundation is seeking an outgoing, detail-oriented **Donor Relations Coordinator** to support daily operations and assist with donor relations, event coordination, and board administration. Reporting to the Manager, Communications and Donor Relations, this role includes managing the donor CRM system, supporting the Foundation's main fundraising events, coordinating third-party events, and organizing board meetings.

The ideal candidate thrives in a fast-paced, people-focused environment where no two days are the same. You are proactive, organized, and personable—with excellent administrative skills and a strong work ethic. As an ambassador for the Foundation, you are committed to professionalism, community connection, and the mission of supporting children and families across Chatham-Kent.

This is a full-time (35.0 hours), 1-year contract position based in the office, Monday to Friday, with a 3-month probationary period. Full benefits package, HOOP pension, 2 weeks vacation, and an additional 2 weeks for holiday shutdown in December.

### Essential Duties and Responsibilities:

- Assist with the planning, organization, and execution of events and donor engagement activities
- Act as liaison for third-party fundraising organizers - actively identifying, pursuing, and cultivating third-party fundraising opportunities. Providing guidance and support throughout the event process while tracking event details, agreements, and financials.
- Provide logistical and administrative support for the Foundation's signature fundraising events.
- Maintain and update donor records in the CRM database (Sumac). Track donations, generate reports, and assist with donor acknowledgements and stewardship activities.

- Coordinate board meetings, including scheduling, agenda creation, minute-taking, and follow-up.
- Perform general administrative tasks, including scheduling meetings, managing office supplies, maintaining documents, and coordinating calendars.
- Assist with the management of daily operational activities, including maintaining and tracking accounts related to events.
- Provide accurate, responsive, and professional administrative and strategic support to the fundraising team.
- Participate in team meetings and contribute to ongoing fundraising initiatives.
- Maintain a professional and positive image of the Foundation to donors, volunteers, and the community.
- Perform other related tasks as necessary or appropriate.

**Professional Responsibility:**

- Adheres to all policies, procedures, and best practice guidelines of the CTC Foundation and any regulating, professional, and accrediting bodies.
- Understands and promotes the culture of philanthropy at CTC Foundation and serves as a philanthropic ambassador within the organization and in the community.

**Education, Skills & Experience:**

- Secondary education in Business/Project Management/Marketing required, bachelor's degree preferred or equivalent experience.
- Minimum of 2 years related fundraising experience, preferably in a health or social services-related organization.
- Strong communication and interpersonal skills with a proven ability to build relationships.
- Excellent organizational and time management skills with keen attention to detail.
- Demonstrated writing, proofreading, and editing skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and donor databases (Sumac preferred).
- Ability to multitask, work independently, and manage competing priorities.
- High level of professionalism and discretion in handling confidential information; the successful candidate will be required to sign a confidentiality agreement.

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RN: 82482 8354 RR0001

- Ability to lift items up to 23 kg.
- Valid driver's license and access to a reliable, insured vehicle for frequent local travel.
- Availability to work occasional evenings and weekends; time in lieu provided.
- Police Vulnerable Sector Check required.

### Conditions of Employment

Offer of employment is contingent upon the satisfactory completion of background checks, including professional references, education verification, criminal background check, and vulnerable sector check.

**Salary:** \$52,000–\$60,000 per annum, based on experience and qualifications. This position includes a full benefits package, HOOP pension, 2 weeks vacation, and an additional 2 weeks for holiday shutdown in December.

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### Application Process:

Send your **resume and cover letter** to [foundation@ctcf-ck.com](mailto:foundation@ctcf-ck.com). We thank all applicants for their interest but only those selected for further consideration will be contacted.

*The Children's Treatment Centre Foundation of Chatham-Kent is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation, and gender identity. Requests for accommodation due to disability can be made at any stage in the recruitment process.*