

Fundraising Coordinator

1 Full-time Permanent Position

Position Description

Reporting to the **Manager of Advancement**, the **Fundraising Coordinator** is responsible for securing corporate sponsorships, assisting with grant writing and reporting, and building and expanding upon our Individual Giving Program. This role plays a critical part in advancing our organization's mission and financial sustainability.

Key Accountabilities

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Corporate Sponsorships (50%)	Identify, cultivate, and secure corporate sponsorships to support organizational programs and initiatives. Develop tailored sponsorship proposals and partnership agreements. Work in collaboration with the Donor Experience Coordinator to ensure corporate partners are appropriately recognized and engaged.
Individual Giving (30%)	Develop and implement strategies to grow individual donations, including direct mail, email, and social media campaigns. Work in partnership with the Donor Experience Coordinator to support donor stewardship efforts. Expand the recurring donation program and analyze donor trends to refine outreach strategies.
Grant Writing & Reporting (15%)	Assist in researching, developing, and preparing compelling grant proposals to secure funding. Support grant reporting and compliance by tracking deadlines, progress, and outcomes in collaboration with the Operations Manager. Participate in grant application strategy sessions.
Administrative Support (5%)	Maintain fundraising records in CRM, generate reports, and assist with donor data management as needed.

Duties and Activities

- Secure corporate sponsorships, including prospect research, proposal development, and partner engagement. Work with the Donor Experience Coordinator on sponsor recognition.
- Build and expand the individual giving program through donor segmentation, targeted outreach, and fundraising campaigns. **Collaborate with the Donor Experience Coordinator** on donor recognition and stewardship.
- Assist in grant writing and reporting, ensuring alignment with funding requirements.
- Maintain fundraising data and assist with CRM management.

Knowledge, Skills, and Competencies

- **2-3 years of experience** in fundraising, corporate sponsorship, grant writing, or donor relations (non-profit experience preferred).
- Strong writing skills, with experience in **grant writing and/or corporate sponsorship proposals**.
- Experience working with a **Customer Relationship Management (CRM) system** preferred.
- Knowledge of **ClickUp** or similar project management software is an asset.
- Strong organizational and time management skills, with the ability to manage multiple tasks effectively.
- Proficiency in **Microsoft Office Suite, Google Calendar, Canva, MailChimp**, and general web skills.
- Excellent communication and interpersonal skills to cultivate relationships with donors and corporate partners.

Compensation and Benefits

- **Salary:** \$42,000-\$45,000 annually, dependant upon on experience.
- **4-Day Work Week During Summer and Winter:** Enjoy extended weekends with a four-day work week, currently being piloted as a trial program for 2025.
- **Hybrid Work Schedule Available:** Flexibility to work both remotely and in-office.
- **Comprehensive Benefits Plan:** Includes health, dental, and vision coverage.
- **3 Weeks Vacation:** Start with three weeks of paid vacation annually.

Application Process

Please submit a cover letter, addressed to Rose Pfeifer, and your resume (in either PDF or WORD format), via Airtable [here](#). All applications will be acknowledged as received, but only those called for an interview will be contacted thereafter. Interviews will be held in-person at our office location at 944 Western Counties Rd, London, ON.

ReForest London is committed to the diversity of its board, staff and volunteers. Like a forest that thrives best when it is comprised of many different species of trees and shrubs, ReForest London thrives and gains strength from the differing perspectives, insights and experiences a diverse group provides. We acknowledge the systemic discrimination experienced by many. We welcome applications from women, members of racialized groups, visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Thanks for your interest in our mission and for making your community a greener and healthier place!