

BLUEDOOR

Title: Resource Development Coordinator (Events & Stewardship)

Job Status: Full Time, Permanent

Hours of Work: 40 Hours/Week

Job Region: All Blue Door Locations

Salary: \$50,000 - \$55,000

Deadline to Apply: March 31, 2024

Job Summary

Reporting to the Resource Development Manager, the Resource Development Coordinator is a visible and vital role within Blue Door, contributing to the organization's ongoing growth and advocacy. The Coordinator will be responsible for leading and coordinating Blue Door's signature event, supporting third-party fundraisers, community outreach, and stewardship. The Coordinator must be highly organized, possess strong verbal and written communication skills, and be skilled in relationship management.

Responsibilities

Event Management

- Lead the promotion, planning, and execution of Blue Door's signature fundraising event the Coldest Night of the Year – Richmond Hill including securing sponsors and in-kind donations, recruiting and engaging participants, booking vendors/venues, etc.
- Recruit, manage, network, and support event planning committees.
- Sign up, support, and oversee event volunteers.
- Develop relationships with third-party events (e.g. Hockey Helps the Homeless, Orange Door Project, etc.) and support third-party events in achieving fundraising goals.
- Monitor and report event progress to senior management and event partners, as well as assist in post-event evaluation.
- Engage and steward event participants and donors throughout the year.

Community Outreach

- Represent Blue Door in the community at events, presentations, and community booths.
- Coordinate outreach opportunities including community booths and support with the training of community engagement volunteers.
- Represent Blue Door in relationships with select funders and sector stakeholders, as required.
- Positively communicate to the community Blue Door's goals and work at every opportunity.

Individual Giving and Stewardship

- Support with organizing, promoting, and overseeing Blue Door's stewardship activities and events including program tours and thank you calls.
- Assist the Resource Development Manager with the development and execution of donor stewardship strategies with the objective of further engaging all donors.
- Support with the development of new fundraising campaigns and activities.
- Assist the Resource Development Manager with direct mailers, creation of major gift fundraising proposals, and individual giving programs.
- Prepare and ensure the accuracy of the donor stewardship list in the annual impact report.
- Support the Office Manager with donor data entry, receipting, reporting, and timely oral and written communication to donors.
- Develop strong professional relationships with new and existing donors.

Additional Operational Assistance

- Support all members of the Resource Development team as needed.
- Use Blue Door's existing donor database to monitor progress, track, and generate reports, queries, as well as create customized campaign pledge forms.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Work cooperatively alongside and support all Blue Door team members and departments.
- Adherence to the mission, vision, policies, and procedures of the agency.
- Promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilize effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Foster positive and appropriate relationships with clients, colleagues, community partners, and volunteers.
- Provide referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in the completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.
- All employees must be able and willing to work within all programs and with flexible schedules.

Qualifications

- Post-secondary education in fundraising, event management, business, or a related field.
- 1-2 years experience in planning events and/or individual giving is an asset.
- Experience in managing committees and volunteers.
- Proven experience in managing multiple projects simultaneously.
- Excellent written and verbal communication skills, with experience in public speaking.
- Knowledge of the housing and the homelessness sector and fundraising best practices are an asset.
- Experience with donor relationship management and database tools, including DonorPerfect and Salesforce, are an asset.
- Able to work independently but also as part of a team.
- Excellent problem-solving skills, research skills, and ability to follow through with a high sense of urgency.
- Sound judgment, tact, and ability to maintain confidentiality.
- Possess computer skills with specific competence with spreadsheets, databases, etc.
- Valid Vulnerable Sector Screening.
- Valid Driver's license, reliable vehicle, and insurance. Ability to travel throughout York Region.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous peoples, Black people, racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca