

RESOURCE COORDINATOR – FULL TIME PERMANENT

Stratford House of Blessing is a non-profit organization serving Stratford and area residents by providing programs and services for disadvantaged community groups, specifically all people regardless of race, religion, age, gender or ability who need help in our community.

The Resource Coordinator will be responsible for the researching and generation of revenue prospects as well as developing and maintaining the relationship with donors to the organization including networking and public relation opportunities. This position will be for a highly organized individual with proven experience of multi-tasking in a busy environment. This position works closely with the Executive Director, Board of Directors and other staff members.

Functional Responsibilities:

- Creates new funding ideas and initiatives in keeping with organizational values
- Develop grant and fundraising proposals and applications
- Ensure that all reporting requirements are met
- Provide stewardship of donors and donor recognition
- Creation of monthly newsletters
- Develop and maintain marketing and communication strategies
- Maintain & update WIX website
- Responsible for creating social media content for all relevant platforms
- Plan and implement fundraising activities and events including coordination of volunteers as needed.
- Develop marketing and communication materials for all departments
- Fulfills an advocacy role within the community
- Other duties as assigned

Preferred Qualifications:

- Post-secondary education required
- Three to Five years of experience in fundraising, stewardship and website/social media applications preferred
- Experience in the non-profit sector
- Excellent communication and marketing skills
- High knowledge of Microsoft Office, particularly MS Word and Excel and Outlook
- Experience with Canva, Photoshop and Adobe Illustrator
- High level of skill with social media platforms including Meta Business Suite, WIX website (design, blog, updates, accessibility compliance)
- Experience with MailChimp as asset
- Results oriented
- Experience working with volunteers
- Able to meet deadlines
- Acceptable criminal reference check
- Valid Ontario G license and own vehicle
- Able to maintain strictest confidentiality

This is a permanent full-time position of 37.5 hours per week. Salary will be based on experience. Office hours are normally from 8:30 a.m. - 4:30 p.m. however engagements during evening and weekend may happen. Employee will work in a professionally equipped office. Parking is provided. Travel around the city will be required.

Applications should be emailed to Theresa McMurray, Executive Director at director@shob.org. Applications must be received by Wednesday, February 15, 2023. **Please include a cover letter of up to 500 words indicating your background, volunteer experience, and why you are interested in this position.** For more information about the Stratford House of Blessing, visit our website shob.org.

We look forward to receiving your application!
Successful applicants will be contacted for an interview.