



Job Posting  
**FUNDRAISING COORDINATOR**  
12-month contract

Barbra Schlifer Commemorative Clinic offers trauma-informed legal services and representation, counselling and multilingual interpretation, and drives system transformation to support women and gender diverse people who have experienced violence. Rooted in the foundations of intersectionality, innovation, and a client-centered approach, we foster the skills and resilience of the people we serve and amplify their voices to create individual and collective change.

The Fundraising Coordinator will play a pivotal role in supporting the success of the Schlifer Clinic's fundraising goals and initiatives. We are seeking a full-time Fundraising Coordinator to cover a maternity leave who will coordinate and assist the Director of Resource Development in managing the fundraising portfolio, including but not limited to fundraising activities, especially fundraising special events, cultivation and stewardship events, donor and foundation appeals, and corporate partnerships. The Fundraising Coordinator will also support the Director of Resource Development in strengthening the Clinic's community presence and advancing its mission and strategic priorities through effective fundraising and donor stewardship initiatives.

## **DUTIES AND RESPONSIBILITIES**

### **FUNDRAISING AND RESOURCE DEVELOPMENT**

- Manages, supports, and develops fundraising activities, some of which will be events and virtual based
- Manages and coordinates the Clinic's Signature Events: SHE MATTERS and Spirit of Schlifer Award Ceremony
- Manages all related donor data, including donor database (Raisers Edge NXT). Data to include daily, monthly, yearly reconciliations, gift agreements, donor internal data files, donor reporting and all other relevant documentation
- Develops and coordinates web-based fundraising initiatives including social media promotions and updates
- Supports Director of Resource Development to maintain and update the fundraising budgets
- Assist the Director of Resource Development in drafting internal and external fundraising communications
- In collaboration with other team members, develops proposals and grant applications that support the Agency's fundraising goals
- Prepares fundraising reports for Board and Committee meetings
- Supports Director of Resource Development, and works in collaboration with other team members by preparing funding appeals and applications, direct mail letters, donation solicitation letters and fundraising appeals
- Supports Director of Resource Development by producing donor communication like acknowledgement letters, tax receipts, operational updates, and donor's personalized updates
- In collaboration with the Executive Office and Fundraising and Communication Support, oversees fundraising social media content for the organization's social media profiles on Facebook, Instagram, LinkedIn, etc.

- Supports with any volunteer coordination for special events and online campaigns including recruitment, training, evaluations, scheduling etc.
- Supports the Director of Resource Development to engage Board and other volunteers in fundraising and development initiatives
- Manages and supports all interest third party candidates and peer to peer fundraisers and provides effective stewarding

#### AGENCY AND TEAM SUPPORT

- Acts as designate to Director of Resource Development when she is off, which includes donor enquires, donor support, fundraising enquires etc.
- Supports the Director of Resource Development by preparing updates or agendas for all department and fundraising related meetings, facilitates participation, identifies, and resolves issues
- Participates in community fundraising groups for a resource and to promote the Clinic
- Networks with other resources to exchange information and speak publicly on the fundraising program

#### ADMINISTRATION /OTHER

- Mail sorting, coding receipting, data transfers gift processing, financial updates etc.
- Prepares cheque or credit card requisition forms as needed
- Supports the Director of Resource Development on a variety of department reports for the Board of Directors and the Executive Director
- Complies with Clinic and funder policies and procedures
- Performs other tasks as assigned by management

#### MINIMUM QUALIFICATIONS

- University degree and/or College diploma or equivalent/relevant experience with a minimum of 3 years in communications/marketing, event management and fundraising, preferably in the charitable or non-profit sector
- A proven track record for donor stewardship, coordinating campaign efforts, and working collaboratively with a variety of stakeholders on strategies to increase the level of engagement of donors and sponsors. Ability to connect with donors via telephone, email etc.
- Experience working with Raisers Edge NXT; high degree of comfort with using a donor database with minimum 3 years' experience
- Experience in grant, foundation, corporation applications and appeals
- Experience of a wide range of communication methods including press and social media platforms
- Excellent organizational, project planning and time management skills, with demonstrated ability to manage multiple tasks and flexibility in meeting shifting demands and priorities
- Proficient in the use of Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Demonstrated experience with superior written communication skills, prospect and donor research, proposal writing skills, and major campaign planning
- Exceptional oral communication, presentation, negotiation, and relationship management abilities to engage and successfully work with partners, supporters, and senior volunteers
- Strong administration skills
- Ability to maintain positive, respectful, and professional relationships with team members, community partners and other stakeholders, welcoming diverse perspectives, and ideas
- Able to use a high degree of discretion in regard to donors and other fundraising information
- Comfortable soliciting and stewarding donors and sponsors
- Understanding of current and emerging best practices in stewardship and donor engagement

## CORE COMPETENCIES

- Commitment to working collaboratively with and supporting clients of diversity within the context of a diverse agency
- Engagement in a trauma-informed, self-reflective, ethical and collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of the Clinic
- Incorporation of principles of diversity and equity in responding to the service needs of clients
- Commitment to working toward removing systemic barriers to women's independence and wellbeing
- Excellent interpersonal, organizational, time-management and critical thinking skills, written and oral communication skills
- Ability to work and support others in the context of a diverse environment
- Ability to work independently and as part of a team in a multi-disciplinary environment
- Be a self-starter, creative and highly motivated
- Share ideas and differences in the spirit of collaboration and cooperation
- Commitment to ongoing personal and professional development

**SALARY:** \$64,860 annually. The position includes a comprehensive health and dental benefits package offered through a group plan as part of our United Way membership, upon successful completion of the probationary period.

**DURATION:** 12-14 months depending upon start date, to cover a maternity leave

**APPLICATION:** Send cover letter and resume as ONE attachment, PDF or Word, to [hr@schliferclinic.com](mailto:hr@schliferclinic.com) with subject heading Fundraising Coordinator

**DEADLINE:** April 30, 2026. Posting will remain open until suitable candidate is engaged

Barbra Schlifer Commemorative Clinic is an equal opportunity employer that welcomes candidates from equity seeking groups and is committed to providing accommodation for people with disabilities. Please let us know if you require accommodation due to a disability during any aspect of the recruitment process, and we will work with you to address your needs.

We thank all candidates for their interest.  
However, only those applicants selected for an interview will be contacted.  
NO PHONE CALLS PLEASE