



## **Fund Development Coordinator (Full Time)**

Catholic Family Services of Hamilton (CFS) is a non-profit, multi-service agency providing counselling, case management, education and support to families, couples and individuals living in Hamilton, Halton and the surrounding area. We offer a warm, collaborative, and mission-focused work environment that will provide you with the opportunity to have a lasting, positive impact on your community.

The Fund Development Coordinator is responsible for all aspects of a robust fund development strategy consistent with not for profit/charity industry standards, principles, and best practices. The fund development strategy includes the development, implementation, and evaluation of annual giving, planned giving and major gift programs. This position is also responsible for Donor stewardship including donor communication, recognition, and relationship building. The Fund Development Coordinator supervises all marketing and communications to support consistent messaging and branding.

A post secondary degree in Philanthropy, Marketing and/or Communications is required for this position as well as five (5) years of experience in the field of fund development, event planning and related communication activities. Qualified candidates will hold an Association of Fundraising Professional (AFP) or Canadian Association of Gift Planners (CAGP) designation.

### **How to apply:**

Please reply with a letter of intent and resume to:

**Human Resources Coordinator**  
Catholic Family Services of Hamilton  
460 Main St. E Unit 404  
Hamilton, ON L8N 1K4  
Email: [hresources@cfshw.com](mailto:hresources@cfshw.com)

**Closing Date:** Wednesday, November 03, 2021

All communications will be held in strict and professional confidence. CFS would like to thank all applicants for their interest; however, only those being considered will be contacted.

CFS is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer. We welcome applications from Indigenous persons, visible minority group members, women, persons with disabilities, and LGBTQ2S+ and others who contribute to a greater diversity of perspectives.

CFS is committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.