

We are hiring a Fund Development Coordinator!

Planned Parenthood - Newfoundland and Labrador Sexual Health Centre, Inc. (PPNLSHC) envisions a province where all people experience positive sexual health and 2SLGBTQIA+ Inclusion. We aim to promote positive sexual health through education, community partnership, information, and services within an environment that supports and respects individual choice. At Planned Parenthood we believe that we are stronger through diversity and encourage those with diverse lived experience and non-traditional education and work experience to apply.

We have committed to holding ourselves to a higher standard of equity. In line with this, preference will be given to applicants who are a part of a marginalized community or who have marginalized experiences. We encourage applicants to self-identify any experiences or identities that they feel may apply.

Duties and Responsibilities:

Reporting to the Executive Director, the Fund Development Coordinator is responsible for the planning and implementation of fund development and maintenance activities at PPNLSHC.

The specific duties of the Fund Development Coordinator include:

Fundraising and Grant Writing (25 Hours a Week)

Work with the Executive Director to:

- Seek out government and non-government sources of funding
- Prepare and monitor grant and project proposals to various funding sources
- Plan and implement fundraising events throughout the year with the assistance of the volunteer Fundraising Committee
- Assess and evaluate fundraising ventures for viability and effectiveness
- Develop and implement a plan to retain current donors and grow donor base
 - Use social media, mail, and advertising to reach donors and sponsors
- Help prepare and mail out Charity Receipts as needed

Meet with ED weekly to discuss progress and plans.

Statistics Management (10 Hours a Week)

- Collect daily clinic statistics
- Report clinic statistics to the Executive Director

- Assist in the management of clinic files and paperwork

The Fund Development Coordinator will perform other centre duties at a minimal level and when requested by the Executive Director.

Qualifications & Experience:

- Minimum 2 years' experience working in a community/non-profit setting. It is an asset if you have education or experience in fund development, grant writing, statistics, or business communication.
- Strong organizational and time management skills
- Excellent written communication skills
- Knowledge about sexual health, healthcare sector, and fund development for charities
- Uphold the values of harm reduction, sex positivity, choice, and inclusivity
- Strong team and independent worker
- Leadership experience

Compensation and Benefits:

This position is a full-time (35 hour), 1-year contract with a strong possibility for continuation. Possibility of up to 20 hours remote work.

Salary: \$35,000 - \$40,000 annually starting (depending on experience) with annual cost of living raises (not tied to performance)

Benefits:

- Employee Health and Dental Plan
- 11 paid government holidays
- Paid holiday closure (we close for approximately 2 weeks at the end of December into early January)
- 10 days paid sick leave
- 15 days paid annual leave

Apply by sending a resume and cover letter to executivedirector@ppnlshc.com.

Applications will close Friday, March 25th, 2022 at 6:00 pm.