



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 NL, we believe that we are stronger through diversity and encourage those with diverse lived experiences and non-traditional education and work experience to apply.

Planned Parenthood NL is 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 they feel may apply.

Please note that, when all other things are equal, our policy is to hire from within, meaning current staff or volunteers may be given preference over outside applicants.

Duties and Responsibilities:

The Fund Development Coordinator reports to the Executive Director and is responsible for planning and implementing 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
- Work with volunteer Fundraising Committee as needed on Fundraising events and programs
- 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.
- Work with Executive Director to develop and maintain a Revenue Development Strategy

47 St. Clare Ave, St. John's NL, A1C 2J9

Tel: (709) 579-1009 • Fax: (709) 726-2308 • Toll-Free: 1-877-NO MYTHS (666-9847)

www.plannedparenthoodnlshc.com

Charitable Registration Number 10784 8368 RR0001



Meet with ED weekly to discuss progress and plans.

Statistics Management (5 Hours Weekly)

- 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, the healthcare sector, and charity fund development.
- 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 (30 hours/week) contract until April 1st, 2025, with a strong possibility of continuation. Up to 25 hours of remote work may be possible.

Salary: \$ 34,275/annually (\$21.97/hour) with annual cost of living raises (not tied to performance)

Benefits:

- Access to Employee Health and Dental Plan (50/50 cost split between employee/employer)
- Paid Provincial government holidays
- Paid winter holiday closure (we close for approximately two weeks at the end of December into early January)



- 10 days (60 hours) of paid sick leave
- 15 days (90 hours) paid annual holiday

How to Apply

Apply by sending a resume **and** short cover letter to Nikki (they/she) at exec@ppnlshc.com.

Applications received without a cover letter are unlikely to be considered. If you have any questions about the position or application, please contact Nikki.

We will begin the hiring process by offering interviews starting on Tuesday, July 23rd, 2024. We will continue to accept applications until we find the right candidate, but to ensure you are considered, please apply as early as possible.