

VOLUNTEER COORDINATOR & FUNDRAISING ASSISTANT

Permanent, Full Time 35 hours per week

ORGANIZATIONAL OVERVIEW

Fontbonne Ministries is a non-profit community based charitable organization that offers diverse programming in an accepting, inclusive environment. Our programming includes the provision of affordable housing, access to food, clothing and hygiene products, wellness services and safe community space to foster connections. Populations served include seniors, vulnerable persons, and people experiencing social isolation.

Fontbonne Ministries was founded in June 2000 by the Sisters of St. Joseph of Toronto to respond to changing societal needs. Sponsorship of Fontbonne Ministries was transferred to Catholic Health Sponsors of Ontario (CHSO) in 2022.

POSITION OVERVIEW

Fontbonne Ministries is seeking a full-time Volunteer Coordinator/Fundraising Assistant with a focus on coordination and building upon an already robust volunteer base, as well as assisting with various elements of the fundraising activities.

AREAS OF ACCOUNTABILITY

Volunteer Coordination

- Identify volunteer opportunities within the organization and match volunteers with appropriate roles.
- Recruit, interview, and onboard new volunteers.
- Maintain and update volunteer records and volunteer database.
- Create and deliver volunteer training programs and orientations.
- Provide ongoing support, guidance, and feedback to volunteers.
- Organize and coordinate volunteer schedules and assignments.
- Foster a positive and inclusive volunteer community that is mission focused.
- Establish and maintain relationships with local organizations, schools, and businesses to expand the volunteer pool.
- Coordinate stewardship recognition events for volunteers.

Fundraising Assistance

Database Management:

- Input, update, and maintain confidential records of financial and in-kind donors with a high level of accuracy in the database.
- Issue donor acknowledgment letters and charitable tax receipts in adherence to Canada Revenue Agency receipting guidelines and best practices.
- Perform data health checks on database.
- Create queries and provide data files for solicitation of donors. Produce reports and extract relevant data from the database for campaign reporting and analysis purposes.
- Prepare ad hoc reports when required.
- Troubleshoot problems, improve overall processes, and ensure deadlines can be met even during periods of heavy gift volume.
- Assist in planning and organizing fundraising events, campaigns, and activities.

Communication

- Communicate regularly with volunteers, donors, and supporters.
- Assist in drafting social media content/posts.
- Represent Fontbonne Ministries at community events and meetings.
- Collaborate with staff to ensure consistent and effective communication.
- Prepare and send thank-you letters and acknowledgments to donors.

EDUCATION/SKILLS

- Bachelor's degree and or experience in a related field

EXPERIENCE

- 3-5 years of volunteer coordination & fundraising experience, preferably in a non-profit setting.
- Strong organizational skills and attention to detail.

QUALIFICATIONS

- Passion for the mission and values of Fontbonne Ministries.
- Proven experience in volunteer program development and management, particularly in a non-profit setting.
- Strong organizational and time-management skills.
- Proficiency in database management and software, such as Microsoft Excel or donor management systems, specifically; Donor Perfect, E-Tapestry and Better Impact
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and a commitment to data accuracy and privacy.
- Strong interpersonal and relationship-building skills.
- Flexibility to work occasional evenings and weekends for events and campaigns.

ATTRIBUTES

- Versatile/adaptable
- Shows initiative.
- Kind/caring
- Creative
- Conscientious

WORKING CONDITIONS

- Comfortable working in a faith-based environment
- 35-hour workweek
- Some evening and weekend availability may be required.
- Must comply with organizational COVID-19 safety protocols and all related policies including mandatory Vaccination Policy
- Generous compensation package including benefits, defined pension plan, and three weeks' vacation.

TO APPLY

Please send your CV and cover letter in one pdf document to [hiring@fontbonneministries.ca](mailto: hiring@fontbonneministries.ca) noting **“Volunteer Coordinator/Fundraising Assistant”** on the subject line.

Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please note that in your email to [hiring@fontbonneministries.ca](mailto: hiring@fontbonneministries.ca) While we thank all applicants, only those selected for an interview will be contacted.