



Fontbonne Ministries

VOLUNTEER COORDINATOR & FUNDRAISING ASSISTANT

Permanent, Full Time 35 hours per week

Salary \$55,000

AND HOOPP (HEALTHCARE OF ONTARIO PENSION PLAN)

Join Us in Making a Meaningful Difference

At Fontbonne Ministries, we're more than just a workplace – we're a community dedicated to fostering dignity and creating positive change. Founded on the inspiring legacy of the Sisters of St. Joseph, we're looking for passionate individuals who share our commitment to building a more inclusive and supportive society.

Why Choose Us?

- Purpose-Driven Work: Be part of transformative programs that directly impact the lives of socially isolated individuals in our community.
- Inclusive Culture: Join an organization that actively champions diversity and equity, where every team member's unique perspective is valued and celebrated.
- Exceptional Benefits: Secure your future with our comprehensive HOOPP pension plan, one of Ontario's most respected pension programs.

Our Vision & Impact: We're dedicated to nurturing community, dignity, and spirit through:

- Building authentic connections with our community members
- Creating welcoming spaces where everyone belongs
- Driving positive social change through innovative programs

Our values guide everything we do:

- Respect: We celebrate each person's unique gifts and inherent dignity
- Advocacy: We lead positive change by responding to evolving community needs
- Community: We build strong, collaborative partnerships that create lasting impact
- Compassion: We provide personalized attention with empathy and understanding
- Accountability: We make sustainable choices that benefit future generations

If you're passionate about making a real difference while building a rewarding career with excellent benefits, we want to hear from you. Join our team and be part of a legacy of compassionate care and community building.



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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

- 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.

QUALIFICATIONS

Education & Training

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

Skills & Experience

- Passion for the mission and values of Fontbonne Ministries.
- 3-5 years of volunteer coordination & fundraising experience, preferably in a non-profit setting.
- Strong organizational skills and attention to detail.
- Commitment to data accuracy and privacy.
- Proven experience in volunteer program development and management, particularly in a non-profit setting.
- 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.
- Strong interpersonal and relationship-building skills.
- Flexibility to work occasional evenings and weekends for events and campaigns.

Personal Attributes

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

Working Conditions

- Comfortable working in a faith-based environment
- Some evening and weekend availability may be required.
- Generous compensation package including benefits, defined pension plan, and three weeks' vacation.

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"). To apply, please forward 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. 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.