



POSITION TITLE: DONOR RELATIONS COORDINATOR - HALIFAX

POSITION DETAILS: Part-time, contract employment 25 hours / week (with possible contract extension and increase to Full-time)

TERM: 6-month contract, commencing November 2021 – May 2022

LOCATION: Halifax, Nova Scotia

DIRECT REPORT: Director of Development

PROGRAM SUMMARY:

The Donor Relations Coordinator play a key role in supporting the fundraising efforts of Autism Nova Scotia. As a member of the Development department, the Donor Relations Coordinator reports directly to the Director of Development and oversees a portfolio focused on donor data management and receipting, grant writing and reporting and membership support and promotion.

Responsibilities Include:

- Act as lead on all donor data management and receipting
- Respond to inquiries and requests from donors
- Support grant writing and administration of collaborative applications and reporting to funders
- Manage ANS membership portfolio through promotion, data entry and communication
- Other duties as required

Qualifications:

- Undergraduate degree preferred; equivalent experience accepted
- Clear, current Criminal Records Check
- Clear, current Child Abuse Registry Check

Minimum Knowledge and Experience:

- 1-3 years of experience working in fundraising, communications or other relevant field

Minimum skills and ability:

- Passionate, inclusive, accepting and enthusiastic
- Effective communication and strong interpersonal skills, the ability to exercise sound judgement, tact and discretion when dealing with others is essential
- Strong administration and computer skills (Word, Excel, PowerPoint, CRM)
- Ability to work independently on multiple tasks as well as manage long- and short-term assignments simultaneously
- Ability to learn quickly and work with minimal supervision
- Enjoys being part of a small team and pitching in as required

Essential and Other Related Job Duties:

- Access to a reliable transportation

Work Environment:

- Approachable and welcoming
- Extremely collaborative

Salary: Rate of pay is determined by individuals experience and education