

Development and Communications Coordinator

Reports to: Centre Director

Purpose:

The Development and Communications Coordinator, in collaboration with the Centre Director (CD), will create, implement, and oversee development and communications plans. This role is critical in enhancing WomanCare Pregnancy Centre's fundraising, donor relationships, communications, and strategic development efforts to expand the centre's impact and financial sustainability. This position plays a pivotal role in growing and diversifying revenue streams to support the Centre's mission of providing hope, help, and healing to those impacted by unexpected pregnancies.

Objectives:

- Increase annual fundraising revenue by developing and implementing strategic campaigns and events.
- Build and maintain a robust donor base with consistent and personalized engagement strategies.
- Expand WomanCare's digital and community presence through effective communication and marketing efforts.
- Secure additional grants and diversify revenue streams to support program expansion.
- Develop measurable goals and track progress to ensure alignment with organizational growth targets.

Requirements:

Spiritual Leadership

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and Lord.
- Exhibit a strong commitment and dedication to the sanctity of human life and sexual purity.
- Agree with and be willing to uphold WomanCare's Statement of Faith and Commitment of Care.

Qualifications:

- A commitment and adherence to the vision, mission, purposes, values, policies, and statement of faith of WomanCare Pregnancy Centre.

- Bachelor's degree or diploma in fundraising, communications, nonprofit management, marketing, or a related field, or equivalent experience.
- Proven experience in fundraising, donor relations, and event planning.
- Strong written and verbal communication skills.
- Proficiency in donor management software and Microsoft Office Suite.
- Ability to work independently and collaboratively in a small team environment.
- High degree of organization and attention to detail.
- Committed to donor and client confidentiality.
- Willing to provide a vulnerable sector criminal record check.

Responsibilities:

Spiritual Leadership:

- Model Christ-likeness and foster a Christ-centered work environment.
- Pray with and for donors, partners, and the team as appropriate.
- Encourage spiritual growth among staff and volunteers.

Development & Donor Relations

- Build and maintain strong relationships with current and prospective donors, ensuring consistent communication and stewardship.
- Plan and execute donor recognition strategies, including thank-you notes, events, and personalized follow-ups.
- Oversee donor database management to ensure accurate record-keeping and reporting.
- Design and lead giving campaigns, including seasonal appeals and major gift initiatives.

Fundraising Event Coordination

- Plan, coordinate, and execute fundraising events such as annual events & campaigns, community fundraisers, and other special initiatives.
- Manage event logistics, including venue selection, volunteer coordination, and budgeting.
- Collaborate with staff, board members, and volunteers to ensure successful events.

Communications Leadership

- Collaborate with the Centre Director, to develop and implement a comprehensive communication strategy to promote the Centre's mission and impact.
- Create compelling content for newsletters, social media, the Centre's website, and other promotional materials.
- Ensure consistent branding and messaging across all communications.
- Act as the Centre's spokesperson when needed and represent the organization at external events.
- Oversee social media strategies to grow and engage WomanCare's online presence, staying current with trends and maintaining active interaction with followers.

Strategic Planning

- Collaborate with the Centre Director to develop and implement a strategic fundraising plan.
- Identify new opportunities to diversify revenue streams, including grants, corporate sponsorships, and partnerships.
- Establish metrics for success and provide regular progress reports.

Grant Writing and Management

- Assist the Centre Director to research, write, and submit grant proposals to secure funding from foundations, government, and other sources.
- Maintain a grant calendar to track deadlines, reporting requirements, and renewals.
- Build relationships with grantors to ensure ongoing support.

Public Relations and Outreach

- Foster partnerships with local businesses, churches, and community organizations.
- Represent the Centre at community events and speaking engagements to raise awareness and support.
- Work with the Centre Director to identify opportunities for advocacy and public engagement.

Financial Oversight

- Collaborate with the Centre Director to prepare and manage budgets.
- Monitor fundraising progress and adjust strategies as needed to meet financial goals.

General Duties

- Assist with other duties as assigned.

Position Details:

This position is 24 hours per week; including occasional evening and weekend hours. This is a hybrid role, with mandatory in-office work days per week and the option to work remotely. Starting wage is \$25.00 per hour.

The position is open until a suitable candidate is ascertained. Interested candidates are invited to submit a resume along with a cover letter to director@womancarepc.ca. Only the candidates to be interviewed will be contacted.