

## Job Posting – Coordinator, Development

Term: Two-year, Full time contract with possibility of renewal

Location: Hybrid – minimum of 3 days/week in the Ottawa office

Salary: \$45,000 – \$55, 000/year depending on experience

### GENERAL ACCOUNTABILITY

As Coordinator, Development you will support the growth and sustainability of PHE Canada's programs and services. This role is responsible for supporting the writing and submission of grant applications and reports and operations of the organization's fundraising programs.

We are looking for someone to:

- Develop funding proposals and project reports for funders
- Support the development/design of proposals
- Work collaboratively across departments to compile the necessary information for applications, project implementation, and reports
- Prepare spreadsheets and graphs for data gathering, analysis, and reporting
- Apply your skills in fundraising to strengthen and grow our fundraising programs/campaigns and donor relations
- In collaboration with team members, write clear, concise, and compelling fundraising solicitations, letters, proposals, briefing notes, and stewardship reports and communications to support fundraising programs
- Research funding prospects and keep an eye on grant and funding trends
- Provide input and support administrative functions and processes as needed

### QUALIFICATIONS

- Grant writing and reporting experience in a not-for-profit setting
- Experience with individual giving, planned giving, and/or monthly giving programs
- Experience with financial documents (budgets, cash flow, financial reporting)
- Proven success with funder prospecting, relations, stewardship, and recognition
- Experience building projects from the ground up
- Bilingualism is considered an asset

### SKILLS

- Solid understanding of basic fundraising principles
- Superior verbal and written communication skills, and ability to confidently interact with individuals at all levels
- Strong computer skills with proficiency in Word, Excel, and Outlook



- Efficient while maintaining a high level of accuracy and attention to detail
- Organized, systematic, and able to prioritize, schedule, and perform complex tasks on time and with minimal supervision
- Able to maintain confidentiality and demonstrate sound judgement and discretion
- Ability to liaise with other departments to achieve a common goal

## YOUR FUTURE TEAM

- PHE Canada's vision is for all children in Canada to lead healthy and active lives. By joining our team, you will support and champion the work of educators, researchers, public health workers, and change-makers from across the country who are critical to the realization of our vision.
- The perfect fit for us is someone who has strong attention to detail and has many good ideas and are comfortable throwing them out into the group for input. You have a keen innovative spirit, good relationship-building skills, and have a great sense of humour.
- This is a high performing but small team and we will rise to the occasion together. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that.
- We wrote this together and we hope you will contact us if you see yourself as part of the team.

## HOW TO APPLY

PHE Canada is an equal opportunity employer and is committed to hiring a workforce inclusive and reflective of the diverse student population and PHE Community it serves. We encourage applicants to self identify through the application process if they identify as Indigenous, Black, cultural or ethnic minority, 2SLGBTQ+, person with disabilities or different abled, and/or newcomer to achieve this.

We thank all respondents; however, only those candidates selected for an interview will be contacted.

Interested candidates should submit their covering letter, one to two samples of their written work (in links or attachments), and resume no later than **October 13<sup>th</sup>, 2022** to:

Attention: PHE Canada Team

Physical and Health Education Canada (PHE Canada)

2451 Riverside Drive

Ottawa, Ontario K1H 7X7

Email: [info@phecanada.ca](mailto:info@phecanada.ca)

Web: [www.phecanada.ca](http://www.phecanada.ca)