

POSITION POSTING

FINANCIAL DEVELOPMENT & CAMPAIGN COORDINATOR

The Anglican Diocese of Niagara

Position Description

The Anglican Diocese of Niagara is searching for a part-time **Financial Development & Campaign Coordinator** to coordinate diocesan fund development initiatives from a donor-centered framework consistent with the vision and mission of the diocese. To deepen active engagement in biblical stewardship as a vital part of discipleship, the coordinator will support parishes and ministries with consultation and resources to equip them with financial resources for ministry and to help build a culture of giving across the diocese.

Development

- Support a culture of generous, intentional giving that contributes to the renewal and mission of the faith communities and affiliated ministries of the Diocese
- Develop, adapt, and promote stewardship and fundraising resources
- Offer diocesan-wide workshops and events which embody best practices appropriate for faith communities
- Support the stewardship goals related to the Bishop's Company

Fundraising

- Cultivate relationships and communicate with donors, provide transparency and accountability for donations
- Administrative leadership and coordination for fundraising initiatives, including a major gifts campaign
- Provide strategic advice, resources and grants opportunities for parish and ministries fundraising campaigns

Administration

- Monitor and evaluate the results of diocesan stewardship initiatives and campaigns
- Prepare and coordinate the timely distribution of tax receipts and thank you letters
- Ensure compliance with diocesan policies, government legislation, and appropriate accounting practices

Skills & Experience

- Degree or certificate from a post-secondary institution with at least 5 years of work-related experience; a CFRE designation is an asset
- Ability to organize and support fundraising initiatives in the areas of major gifts, annual giving and gift planning
- Proficiency in MS Office; experience with Raiser's Edge and other donation platforms
- Highly developed interpersonal skills with the capacity to inspire, develop and steward relationships with donors
- Excellent written, verbal, and public speaking skills
- Familiarity with the culture, values and vision of the Anglican Church of Canada and in the Diocese of Niagara

Terms of Employment

- Part-time position that includes work on weeknights and weekends as required
- Salary and benefits commensurate with experience
- Current and satisfactory Police Record Check required
- Regular travel throughout diocese; driver's license and car required

Please forward resume and a cover letter no later than **Thursday December 15, 2022** to Carrie McFarland, Personnel Coordinator at carrie.mcfarland@niagaraanglican.ca. The Anglican Diocese of Niagara welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process. Only those invited for an interview will be contacted.



The Anglican Diocese of Niagara
Cathedral Place, 252 James Street North, Hamilton ON L8R 2L3
Tel: 905-527-1316 • Fax: 905-527-1281 • www.niagaraanglican.ca

CALLED TO LIFE
COMPELLED TO LOVE