



FUNDRAISING COORDINATOR

Positions available: one

Location: Orillia, Ontario

Start Date: September 9 or earlier

Duration: Full-time (three-year contract)

Reports to: Fundraising & Engagement Manager

Wage: \$50,000 - \$55,000 annually, 37.5 hours per week

Mileage: Travel reimbursed at .50 per kilometre

Benefit: Eligible for Benefits Trust, Common Good Retirement Fund, & paid vacation

The Couchiching Conservancy is a non-profit charitable land trust with 60 nature reserves and easements currently under our care. The Conservancy's mandate is to protect the special natural features of the Couchiching region for present and future generations, and we achieve this goal through acquisition of land and stewardship projects on both public and private land. Since 1993 we have helped to protect 15,654 acres in our region, and continue to grow.

Position Overview:

The Fundraising Coordinator supports many aspects of the organization's fundraising and donor relations work. This role is responsible for coordinating donation programs, maintaining donor databases, implementing stewardship activities, and ensuring timely and accurate gift processing and recognition. The Coordinator plays a key role in building strong, lasting relationships with donors, members, sponsors, and community partners by ensuring that communications and gratitude efforts are thoughtful, consistent, and aligned with the organization's mission.

KEY RESPONSIBILITIES

Donor & Member Programs

- Coordinate the Monthly Giving and Membership programs, including writing and editing materials, managing renewals, and ensuring timely donor and member acknowledgement.
- Manage charitable receipts, ensuring all mailed and digital receipts are accurate and distributed promptly (including annual updates).
- Develop and distribute members-only content and updates.
- Maintain and update donation and membership forms (online and print).
- Oversee the spring renewal mailing and other targeted campaigns.

Fundraising Campaigns & Appeals

- Support annual and seasonal fundraising campaigns, including the Annual Appeal, Carden Challenge, and other initiatives.
- Coordinate acknowledgment mailings for major fundraising events and campaigns.
- Manage in memory and in honour gift acknowledgements and ensure appropriate donor recognition.
- Assist with donor events to celebrate supporters and community partners.
- Support the development of donor retention strategies that encourage repeat and increased giving.

Corporate & Community Partnerships

- Coordinate and maintain relationships with corporate partners, sponsors, and Passport to Nature supporters.
- Support third-party fundraisers by providing materials, guidance, and recognition.
- Research and help write some grant applications in coordination with the Fundraising, Communications & Engagement Manager.

Gift Processing & Data Management

- Maintain data integrity of donation tracking, ensuring accuracy and efficiency in all processes across fundraising platforms, including Constant Contact, CanadaHelps, Benevity, Canada Gives, and My Tribute Gift.
- Produce reports and lists for donor tracking, stewardship, and campaign analysis.
- Ensure consistent input and organization of donor information in the database to support relationship management.

Communications & Stewardship

- Write and edit fundraising copy for donor emails, newsletters, and campaign materials.
- Ensure all online and mailed thank-you messages include meaningful engagement content.
- Assist in planning and producing donor communications and materials that express gratitude and highlight conservation impact.
- Support the development of fundraising-related web content, social posts, and newsletters as needed.

Qualifications & Skills

- Post-secondary education in fundraising, communications, marketing, or related field - or equivalent experience.
- 2+ years of experience in fundraising, donor relations, or nonprofit administration.
- Excellent written and verbal communication skills, with a keen eye for detail and tone.
- Experience using donor management systems (CRM) and online fundraising platforms.
- Strong organizational and time-management skills, with the ability to manage multiple priorities.
- Proficiency in Microsoft Office and online communication tools (e.g., Constant Contact, Canva, WordPress).

- A collaborative, positive approach and a genuine interest in environmental and conservation work.

A valid Ontario driver's license and access to a reliable vehicle in order to make site visits and attend meetings and events is required.

Performance Indicators

- Donor and member retention and growth.
- Accuracy and timeliness of gift processing and thank-you communications.
- Successful coordination of renewal mailings and fundraising campaigns.
- Effective data management and reporting.
- Quality and consistency of donor stewardship and engagement materials.

Working Conditions

- Daytime, Monday to Friday, with occasional evenings and weekends
- Primarily office work
- Based in the Couchiching region
- Two work from home days, two office days and one day out in the community for meetings, solicitations, etc.
- Access to CC benefits as a full-time employee
- Travel required to attend meetings and events

We welcome applications from Indigenous, Visible Minority, and LGBTQ2S+ youth.

How to Apply:

Submit your cover letter and resume to Tanya Clark, Fundraising & Engagement Manager (tanya@couchconservancy.ca), by Monday, July 27 at 12:00pm EST, with the email subject line – "Application, Fundraising Coordinator – [your name]". Although the deadline has been set for July 27, we encourage early applications. The posting will be taken down with sufficient qualified candidates.

Artificial Intelligence (AI) is not used in the candidate assessment or selection process.