



“Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Donor and Partner Relations Coordinator to join our Operations department! We are currently in need of a dynamic, passionate and qualified individual to serve on our team.

WHAT YOU WILL DO:

Donor Cultivation and Stewardship:

- Develop and execute comprehensive donor engagement plans to maintain and enhance relationships with individual donors, corporate sponsors, and institutional partners
- Create and implement monthly personalized communication strategies to acknowledge, recognize, and thank donors for their contributions
- Increase Donor engagement by %
- Work with the Lead Pastor & Central Community Church (CCC) Board to implement a communication strategy
- Organize donor appreciation events, including luncheons, galas, and behind-the-scenes tours, ensuring meaningful donor experiences

Fundraising Development:

- Collaborate with the Director of Operations to design and implement annual fundraising plans aimed at meeting revenue targets.
- Identify, research, and engage potential major gift donors and sponsors. Coordinate and manage fundraising campaigns, including annual appeals, capital campaigns, and online giving initiatives.

Partnership Development:

- Develop proposals and partnership agreements that align with the organization’s mission and goals.
- Give oversight and management of CCC’s partnership process (ABM’s, renewals, correspondence, etc.)
- Identify and cultivate relationships with potential corporate and community partners to secure sponsorships, grants, and in-kind donations.

Database Management and Reporting:

- Maintain accurate and up-to-date records of donor interactions and contributions using CCB.
- Generate detailed reports on donor activity, fundraising progress, and campaign performance for senior management and the board of directors.
- Analyze donor data to identify trends, opportunities, and areas for improvement in donor engagement and retention

Marketing and Communications:

- Work closely with the marketing team to develop and implement communication materials, including newsletters, impact reports, social media content, and press releases
- Craft compelling stories and messages that highlight the impact of donor contributions and the organization’s mission



Staff Partnership:

- Attend all staff and department meetings
- Perform all other duties as assigned by your reporting manager

WHO YOU ARE:

- A person with a college diploma or bachelor's degree in business administration, data Management or related discipline
- Have a minimum of 5 years' experience in administration and donor relations
- A person that is digitally aware, has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint
- Reliable, dependable, and have a strong work ethic
- Possess excellent interpersonal skills
- Are self-motivated and able to take initiative
- Has a valid driver's license and access to a vehicle when needed

WHY YOU WANT TO JOIN US:

- The ability to impact and transform lives
- Amazing team dynamic that is both highly motivated and passionate

WHAT YOU CAN EXPECT FROM US:

- A competitive salary range of \$45,000-\$60,000 per year including medical benefits
- Amazing facilities to foster unforgettable experiences
- Regular personal growth and leadership development opportunities
- The support of the entire staff

If you are interested in this position, please email your resume to adeoladipo@centralcc.ca

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca