



" Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Donor and Partner Relations Coordinator to serve in our operations department! We're looking for someone organized, relational, and passionate about building meaningful connections that support the mission of the church. We are seeking a Donor and Partner Relations Coordinator who can join our team!

### **WHAT YOU WILL DO:**

As Donor and Partner Relations Coordinator, you'll help grow and nurture Central's relationships with individual donors, corporate partners, and other key supporters. You'll support fundraising initiatives, coordinate donor experiences, manage communications, and collaborate across departments to ensure engagement is personal, consistent, and impactful.

#### **Key Responsibilities:**

##### **Donor Cultivation & Stewardship**

- Continue donor engagement strategies to maintain strong relationships with individual donors, corporate sponsors, and institutional partners.
- Execute personalized communications to acknowledge and thank donors.
- Collaborate with the Director of Operations & CCC Board on donor communications.

##### **Fundraising Development**

- Support the design and execution of annual fundraising plans to meet revenue goals.
- Identify and engage potential major donors and sponsors.
- Coordinate fundraising campaigns, including annual appeals, capital campaigns, and online giving.

##### **Partnership Development**

- Manage CCC's partnership process (applications, renewals, correspondence).
- Identify and secure corporate and community partners, sponsorships, grants, and in-kind donations.
- Oversee Annual ABM process for partnerships with the Director of Operations and CCC Board.

##### **Database Management & Reporting**

- Maintain accurate donor and partner records using CCB.
- Generate reports on donor activity, fundraising progress, and campaign performance.
- Analyze data to identify trends and opportunities for engagement.

##### **Marketing & Communications**

- Collaborate on donor communications, including newsletters, impact reports, and social media content.
- Craft compelling stories to highlight the impact of donor contributions.
- Ensure messaging is consistent and effective across all channels.

##### **General Responsibilities**

- Attend staff and department meetings.
- Perform other duties as assigned.

### **WHO YOU ARE:**

- A person with a post-secondary diploma or degree in Business, Fundraising, Nonprofit Management, or equivalent experience.
- Skilled in donor relations, fundraising strategies, and partnership management.
- Organized, detail-oriented, and able to manage multiple projects and deadlines.
- A collaborative team player with excellent interpersonal and communication skills.
- Self-motivated, proactive, and able to take initiative.
- Aligned with Central's culture of excellence, authenticity, and community impact.



- Flexible and adaptable, willing to assist with events and live hosting as needed

**WHY YOU WANT TO JOIN US:**

- A competitive salary range of \$20 to \$24 per hour.
- 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 including a minimum of 2 weeks of vacation
- Modern facilities to foster meaningful donor experiences.
- Regular personal growth and leadership development opportunities,
- The support of the entire staff in seeing people connect to God and to each other!

If you are interested in this position, please email your resume to [hr@centralcc.ca](mailto:hr@centralcc.ca).

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – [www.centralcc.ca](http://www.centralcc.ca)