



TITLE: Fundraising Coordinator

Full time (35 hours/week)

\$60,000-\$65,000 (commensurate with experience)

Health/Dental/Vision Benefits, 3 weeks paid vacation, RRSP contribution

ACCOUNTABILITY: Executive Director

NATURE AND SCOPE: Under the direction of the Executive Director, the Fundraising Coordinator is responsible for the development of the Fundraising department of the organization. This position offers exceptional professional growth opportunity as Hospice Northwest (HNW) continues to grow our client base, support services and programs, and fundraising capacity.

Responsibilities include:

- Work with the Executive Director to develop and implement a comprehensive fundraising strategy aligned with organizational goals
- Cultivate relationships with existing donors through personalized communication, events, and stewardship activities.
- Input and maintain information in our donor database (currently InfoAnywhere) as it pertains to all donors
 - Maintaining the database
 - Pulling stats and reports from the database
 - Tracking campaigns (i.e. Annual campaign, Hike for Hospice, 40th Anniversary Celebration)
 - Improve the utilization of donor database
 - Issue tax receipts and thank donors
- Creating a User Guide for all future users of donor database specific to HNW
- Research and investigate our HNW website and implement a streamlined approach to integrating online donations
- Creating a strategy to integrate gifts that come through Canada Helps, Benevity, DAFs, etc. into database
- Lead the planning and execution of the Annual Campaign, Hike for Hospice and other fundraising events
- Research individuals, foundations and corporations as potential donors
- Assisting with the development of the Major Gifts and Planned Giving programs for the organization
- Enhance and build on the Stewardship program
- Monitor budgeting processes related to fundraising activities to ensure efficient resource allocation.
- Identify, track and pursue grant opportunities aligned with organizational priorities, and work with Communications Coordinator on grant applications

- Work closely with Communications Coordinator to align messaging and fundraising priorities, ensuring storytelling reflects impact and supports donor engagement
- Updates to the fundraising policies and procedures manual
- Other duties as required

Qualifications:

- Post-secondary education in fundraising, marketing/communications, business, or a related field; or proven experience in fundraising, philanthropy or a related area
- Experience in coordinating events and community outreach initiatives
- Experience working in a non-profit organization or registered charity is considered a strong asset
- CFRE (or working towards certification) considered an asset

Skills & Abilities:

- Exceptional attention to detail
- Organizational skills
- Proficiency and knowledge in Microsoft Office
- Knowledge of and experience with donor databases
- Strong communication (verbal and written skills) and public speaking ability
- People skills, high degree of flexibility and excellent multitasking abilities
- Experience working on projects with timelines
- Strong administrative and financial skills to support a fast-paced and dynamic environment
- Flexibility to work evenings and/or weekends as required for events and programs

Performance Review: A performance review will be held at the 3-month mark, and annually, and will include recommendations for training. The process will include an opportunity for the Fundraising Coordinator to request changes to the job description.

Communications/Code of Conduct: That client focused palliative care provision requires healthy working relationships among all staff and volunteers, is a fundamental operating principle of Hospice Northwest. All staff will be responsible for maintaining positive and mutually supportive relationships within a professional environment.

All staff and volunteers are responsible for exercising strict standards of confidentiality related to all client, volunteer and staff information.

To apply, please send a resume and cover letter to: info@hospicenorthwest.ca

Application deadline: Tuesday, June 16, 2026, at 5pm