



## Development Coordinator

Full-Time, Permanent Position – 37.5 hours per week

### Who are we?

Feed Nova Scotia is a charitable organization whose mission is to increase food security through food distribution, education, and collaboration. In terms of food distribution, we collect and distribute more than two million kilograms of food annually to 140 member agencies across the province, including food banks, meal programs, shelters, drop-in centres and other organizations. This equates to about \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities, we raise awareness of the realities of food insecurity in our province, and we advocate for social change to address food insecurity at its core.

Knowing change starts from within, we have committed to a continuous learning journey to centre diversity, equity, and inclusion in our work.

### What is a Development Coordinator?

Feed Nova Scotia is fortunate to be the charity of choice for many businesses, groups, and individuals who care about their neighbours living with food insecurity. They trust us to make a positive impact in the community, and they see value in aligning with the Feed Nova Scotia brand by organizing community fundraisers and food drives. Each year, community fundraisers and food drives raise more than \$1.2 million, which makes a substantial impact on awareness and community engagement. The significance of all of this is not lost on us.

The Development Coordinator is a new position to our organization, with intent to help increase our capacity as we maintain and grow these critical donor relationships. This position reports to the Director of Development and Communications, and works closely with the Development Officer, who oversees all things related to third party fundraising and community events.

### What does a Development Coordinator do?

- Respond to inquiries from groups and individuals interested in organizing food drives and fundraising activities. This often includes sharing details about Feed Nova Scotia and the impact of their support; providing ideas for how they can best structure their food drive or fundraiser to achieve the best results; clarifying information around tax receipting guidelines; and how to properly register their food drive or fundraiser
- Connect with past community event organizers to renew their support
- Explore, identify and engage with potential opportunities for new third-party donor relationships
- Once registered, provide support to ensure a positive donor experience, event success, and retention/growth of the event in future years. Depending on the event, this might include:

- Working with the Communications team to develop collateral material and provide promotional support through social media
- Liaising with the People & Culture team to arrange volunteer support and the Operations team to book trucking
- Providing onsite support, such as setting up and tearing down materials, supervising volunteers, and collecting and transporting monetary donations (involves occasional evenings and weekends, with time off in lieu)
- Help maintain comprehensive donor records through diligent data management practices, including the provision of detailed information to the administration team for accurate gift entry and tracking
- Act as a strong brand ambassador, seizing opportunities to promote Feed Nova Scotia's work in the community and align donor engagement with the organization's mission and messaging
- Support the Development Officer in developing and implementing an annual stewardship and engagement plan (including face-to-face meetings, emails, hand-written notes, and phone follow-up), with the purpose of cultivating and soliciting previous and prospective community event organizers

### **What are we looking for?**

- Post-secondary degree or diploma in fundraising, communications, business, public relations or related field
- The ideal candidate will have 1-3 years of fundraising experience. Experience that involves community events, cause marketing, or peer-to-peer fundraising is a particular asset. Experience in sales, promotions, or relationship management will also be given strong consideration. A combination of education and experience may be considered as an equivalent
- Excited about a career in fundraising and relationship management; desire to grow in this role
- Strong attention to detail and ability to manage multiple projects and event logistics simultaneously
- Excellent customer service and relationship management skills (phone, email and in person)
- Strong writing and verbal communication skills
- Team player who values collaboration and focuses on shared success, rather than individual progress
- Strategic and goal-oriented
- Positive, outgoing personality
- Proficient in Microsoft Office Suite, including Excel, Outlook and Word
- Social media marketing knowledge and experience considered an asset
- Centres equity, diversity, and inclusion in their work
- High level of integrity, discretion, and respect for privacy and confidentiality standards

- **Please note:** this position will occasionally need to transport event supplies to and from offsite events. Therefore, the successful candidate will require one or both of the following:
  - Ability to be added to Feed Nova Scotia's vehicle insurance policy (this requires a valid driver's license and a recent drivers abstract showing clean record for at least five (5) years)
  - Access to a personal vehicle

## Summary

There is no such thing as the perfect candidate. If you don't meet all the requirements, we encourage you to apply and share your story with us; what do you bring to the table that others may not? We aren't looking to hire someone who 'checks all the boxes'. We want someone who is passionate about our mission, who has the potential to do great work with the right tools and resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

## Compensation

The annual salary range for this position is \$44,407-\$46,744, paid out on a biweekly basis. Our total compensation package includes three weeks of paid vacation, group insurance (after 3 months) and an employer contributed group RRSP (after 6 months).

If you are looking for a truly unique and powerful opportunity to influence positive change in your community, please submit a cover letter and resume in one PDF document that clearly indicates how you meet the requirements of this position to: [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) by 11:59pm on Sunday, August 21, 2022. Please include **Development Coordinator** in the subject line.

For us to create meaningful, sustainable change, equity, diversity and inclusion must be centred in every aspect of our work. As a provincial organization with influence and credibility, we recognize the responsibility we have to hold ourselves accountable to this. We know our efforts will effect more change if our employees, their identities, and their lived experiences are reflective of the communities we work with and live in.

Through ongoing work that empowers everyone to bring their full, authentic selves to Feed Nova Scotia every day, we want to build a culture where difference is valued. We know where we want to be, but we'll be honest—we aren't there yet, and we won't get there overnight. But we're committed to doing the work, and we hope you'll join us on our journey and share your strengths as a member of our team.

If you require any accommodations to submit your application successfully, please contact us via e-mail at [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!