Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 140 member food banks, meal programs, and shelters across the province. This equates to over $1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. And we're advocating for sustainable, policy-based solutions that will allow everyone to live a life of dignity and leave no one relying on charitable band-aids to address human rights.

What is a Development Coordinator (Mid-Level Giving)?

Feed Nova Scotia is a respected name in the community and is fortunate to be the charity of choice for many individuals, groups, organizations and businesses. Our community of donors trusts our organization to be stewards of financial gifts, while making a positive impact in the community and embracing social change through our mission, vision and values.

The Development Coordinator (Mid-Level Giving) is a new position to the organization. Reporting to the Fund Development Manager, the successful candidate will play a key role in cultivating, soliciting, and stewarding a portfolio of approximately 850 donors who each contribute $1,000-$4,999 annually.

To support a healthy work/life balance, flexible work arrangements are available, within the confines of the role.

If you thrive on building meaningful relationships and advocating for food sovereignty for basic human rights through your work, this might be the opportunity for you!

What does a Development Coordinator (Mid-Level Giving) do?

- Fosters meaningful relationships with individuals, businesses, and organizations whose philanthropic gifts to the organization fall within the range of $1,000-$4,999 annually
- Communicates with donors through multiple channels, including phone, email, printed correspondence, hand-written notes, face to face visits, virtual meetings, and facility tours
- Develops and implements effective cultivation, solicitation, and stewardship strategies for a portfolio of assigned donors with an eye toward prioritization
- Contributes to comprehensive donor records through diligent contact management practices, with due diligence towards privacy and confidentiality standards and expectations
- Drives growth of mid-level contributions (largely within the current database) through a wide range of strategies, ultimately intended to provide donors with a meaningful gift-giving experience and maximize donor lifetime value for the organization
- Elevates unrestricted and multi-year giving within the mid-level gifts portfolio
• Establishes and reports on KPI’s in collaboration with the Fund Development Manager
• Determines which donors would benefit from more personalized and increased frequency of contact
• Acts as a strong brand ambassador, seizing opportunities to promote Feed Nova Scotia’s work in the community and align all donor engagement with the organization’s mission, messaging, and advocacy priorities
• Provide a positive volunteer experience when facilitating or supporting events with volunteers in attendance

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 experience in relationship management, fundraising, sales, or promotions
• Excellent verbal and written communication skills, with the ability to effectively communicate ideas, collaborate with team members, and present ideas
• Ability to communicate effectively and comfortably with donors in person and over the phone. Comfortable with cold-calling, warm-calling, and soliciting donations a must
• High level of integrity, discretion, and respect for privacy and confidentiality standards
• Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Outlook
• Experience working with fund development software, such as DonorPerfect, and communication platforms, such as Constant Contact, are assets
• Understanding of systemic issues and societal barriers impacting food security
• Charismatic and confident; welcoming and collaborative approach to leadership and teamwork
• Team player who is also able to work independently.
• Centers equity, diversity and inclusion in their work.
• Demonstrated ability to maintain meaningful and successful relationships.
• Ability to multi-task and work in an environment with tight deadlines, shifting priorities, and multiple distractions in an open concept workspace

Compensation

The annual salary range for this position is $49,118 - $57,786, 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).

Application Instructions

For your application to be considered, please ensure that it includes the following:

• Cover letter introducing yourself, that clearly indicates how you meet the requirements of this position
• Resume focusing on your interest in and alignment with the role, highlighting relevant skills and experience
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 by 11:59pm on Tuesday, November 14, 2023. Please include Development Coordinator (Mid-Level Giving) in the subject line to help us action your application more efficiently.

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.

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 or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!