



WOODLAND  
CULTURAL CENTRE

**Job Posting**

**Job Title:** Development Coordinator  
**Duration:** September 6 2021, 12-month contract  
**Hours:** Monday-Friday 9am-4:30pm. Some evenings and weekends. 37.5hrs/week  
**Salary Range:** \$16.50-25/hr

**Description:**

The Woodland Cultural Centre is seeking an individual to coordinate our fundraising and development initiatives, including the Save the Evidence Fundraising Campaign. This position requires a highly motivated individual with experience in donor relations, donor management software, database management, development, project management, partnership development, fundraising strategy, and administration.

**Job Duties:**

- Coordinate all fundraising endeavors, including the Save the Evidence Campaign
- Maintain all records and databases related to fundraising and development initiatives
- Coordinate major fundraising initiatives like Giving Tuesday and Orange Shirt Day
- Be featured in photographs, lead public presentations, and draft public campaign updates
- Manage all correspondences related to the Save the Evidence Campaign and fundraising initiatives
- Administration related to donor management, including thank you letters and website donor lists
- Collaborate in the planning and implementation of fundraising social media and marketing
- Be familiar with the Centre's programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public

**Qualifications:**

- At least 5 years experience working in Development, Fundraising, and/or Donor Relations
- Experience working with CanadaHelps, or equivalent donor management software
- Demonstrate a track record of success in building and maintaining community partnerships
- Knowledge of relevant computer software (emphasis on Microsoft Excel, Outlook, and Teams)
- Exceptional organizational skills with both physical and digital records and data
- Effective verbal and listening communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- Access to reliable internet, reliable transportation, and have the ability to work remotely if needed
- An understanding of the impact of Residential Schools, and/or experience working with Survivors

All applicants for this position should submit a current CV or resume, cover letter, and three references. Preference will be given to Indigenous applicants. Only those selected for an interview will be contacted.

Physical requirements for this position include carrying medium weight boxes and equipment up and down several flights of stairs, and to off-site locations. Must have access to own vehicle with a valid G licence. Office is located on the second floor of the Mohawk Institute Building.

Please send cover letter and resumé with references **by August 30<sup>th</sup> 2021 at 4pm** to:  
**administration@woodlandculturalcentre.ca** (519) 759-2650  
Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON N3S 2X2