



Job Posting

Job Title: Development Associate

Location: Woodland Cultural Centre (hybrid option available)

Job Type: Permanent

Salary Range: \$40,000 - \$45,000 (7.5 hours per day, 5 days per week)

Description:

The Development Associate will work with the Development and Marketing Manager to assist in all stages of the Centre's fundraising initiatives and administrative duties for the department.

Job Duties:

- Assist in all stages of fundraising endeavors, including special initiatives and campaigns
- Assist in maintaining our fundraising files and databases
- Administration related to donor management, including thank you letters and website updates
- Perform prospect research for new donors and corporate partners to increase annual profit
- Attend meetings and events with community donors and partners and gain experience in developing new partnerships in the community
- Collaborate on the marketing strategy for the Centre's fundraising and special events/campaigns
- 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:

- Experience working with excel, and working knowledge of basic excel formulas and functions
- Knowledge of relevant computer software (emphasis on Microsoft Excel, Outlook, and Teams)
- Good organizational skills and a strong attention to detail
- Effective verbal and listening communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- An understanding of the historical significance of the Centre
- Experience working on a fundraising campaign is an asset
- Experience working with CanadaHelps, or any donor management software is an asset

The Development Associates' regular hours are from 9-4:30, Monday-Friday, however some evenings or weekends may be required on occasion. Only those applicants selected for an interview will be contacted. As an Indigenous organization, Indigenous applicants will be given preference. Applicants must have access to reliable transportation, and access to reliable internet in the case of working remotely.

**If interested, please submit a cover letter, resume, and three references to
Development and Marketing Manager, Woodland Cultural Centre 184 Mohawk Street, Brantford ON N3S 2X2
development@woodlandculturalcentre.ca**