



Fundraising Coordinator

Dignity House Inc. is a faith based not-for-profit organization, where we live out our faith with care for one another, believe in justice for the oppressed, and have compassion for the women seeking the opportunity at rebuilding their futures. We are supportive, engaging, and collaborative, and our goal is to provide safe housing for women who have left human trafficking, abuse, and addictions. We are committed to providing mentorship and support, helping them rejoin the community and workforce with the confidence needed to live on their own. The Fundraising Coordinator must have a personal relationship with Christ.

Duties Include:

- Provide mentorship and accountability to the residents
- Assist women to access community resources
- Some evenings for events or emergencies
- Develop and implement fundraising strategies to meet organizational goals
- Identify and cultivate relationships with potential donors, sponsors, and partners
- Research and identify new funding opportunities
- Prepare and submit grant proposals and applications
- Manage donor databases and ensure accurate and up-to-date records
- Coordinate fundraising events and campaigns
- Collaborate with marketing team to develop digital marketing strategies for fundraising efforts
- Keep accurate records of supporters and relationship contacts
- Monitor and report on fundraising progress to Executive Manager

Experience:

- Proven experience in fundraising or relationship building role, preferably in a non-profit organization
- Strong knowledge of fundraising principles and techniques
- Experience working with the vulnerable sector
- Proficiency in using databases for record keeping
- Experience with digital marketing platforms (e.g., MailChimp) for email marketing campaigns
- Excellent communication and interpersonal skills to build relationships with donors, sponsors, and partners
- Ability to negotiate effectively with potential donors or sponsors
- Strong budgeting skills to manage fundraising expenses

Location:

Winnipeg, MB

Job type: Part-time 20-30 hours

Wage: \$18-\$22

Schedule:

- Monday to Friday
- Weekends as needed
- On-Call if emergencies arise

Please send resumes and cover letters to admin@dignityhouse.ca