



More than a Food Bank!

Cambridge Self-Help Food Bank
54 Ainslie St. S., Cambridge, Ont., N1R 3K3
P: 519-622-6550 F: 519-622-9076
cambridgefoodbank.on.ca

JOB POSTING: Fund Development and Communications Coordinator

Location: Cambridge Self-Help Food Bank / Mobile

Hours of Work: 37.5 hours per week*

About the Role:

The Cambridge Self-Help Food Bank offers food and support to people and community groups in need within Cambridge and North Dumfries. We encourage self-reliance through programs and services. In addition to our food security programs, we provide a number of broader social supports. Through food security, social supports, and community development, we are Feeding Community. We believe that the work we do has a supportive and transformative impact on people and communities. To grow the impact of our organization, we are working to grow our revenues, raise the profile of our organization, and through this work mobilize the community to support our mission and vision.

Along with the Fund Development and Relationships Coordinator, you form our Fund Development and Communications Department. Together, you will help us to define and amplify the voice of our organizations; support groups and citizens to increase their generosity; and develop and grow donor stewardship and major giving.

About You:

You know that communications is not something on one person's desk. Sure, you may be the one leading our communications strategy and clicking send on that Insta post, but you keep everyone working towards the goal of sharing our good work. Even though everyone else is busy working on their programs and tasks, you work with them to identify, polish, and share the stories and great work of our organization. You're proud of what we do, and want the whole community to be proud as well.

The Fund Development and Relationships Coordinator is your partner in communicating and funding our good work. The Relationships Coordinator leans towards donor stewardship, while you lean towards communications, but together you're both responsible for donors, fundraising events, and external communications. Even though you set big goals, you don't have a big ego. You know that your work doesn't happen in isolation; instead, you work with your colleagues to weave communications and fund development throughout the organization. You know that your success is our success, and vice-versa. You are so much of a team player that "Team" might just be your middle name.



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You are a friendly relationship-builder, skilled in networking and strengthening professional connections. You are a top-notch communicator, and can easily represent your organization at a food drive event, a service club presentation, a gala dinner, and anywhere in between. The fact is that you bring a diversity of skills and proficiencies. You could work in many different places, but you *want* to work somewhere that you know you can make a difference.

You love a good event. From the weeks of planning to the day-of execution, you enjoy events both big and small. You are organized and can make plans for both in-house and 3rd party events. You are able to balance it all and work with vendors, community members, and volunteers to pull off a fundraising, friend-raising, or community event to spread the Food Bank message.

A challenge doesn't scare you; it excites you! As the successful candidate, your job will be to take our fund development and communications work to the next level. Developing, implement, or enhancing our communications and fundraising strategies is what you will live and breathe, because you know that this will result in greater and more meaningful support for our neighbours. Each social post, donor thank you card, brochure or annual report, and each event is an opportunity in your eyes, because you know just how essential your work is to the lives of people in Cambridge and North Dumfries.

In the end, what matters most to you is that you can work at an awesome place with awesome people, doing awesome work for our community, and you proudly wear our work as a badge of honour.

Does the profile above sound like you, or mostly like you? Does the thought of revving our FundComm engine give you goosebumps? Then we want you to get in touch with us.

Required Skills and Qualifications

- A commitment to the values and mission of the Cambridge Self-Help Food Bank, with a desire to treat everyone with kindness, respect, and compassion
- Experience in communications, donor relations, stewardship, and/or events, preferably in a not-for-profit setting
- An educational background that will support you in this work, typically acquired through a diploma or degree in a relevant field (communications, public relations, etc.)
- A demonstrated commitment to continued learning and growth



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- Exceptional communication, organization, and teamwork skills
- Basic graphic design and communication material development skills and experience
- Excellent computer skills including Microsoft Office tools (Outlook, Word); experience using and maintaining a database (especially Sumac) an asset
- Ability to organize and prioritize work, set and meet deadlines, manage resources, and work independently
- Possess cultural awareness and sensitivity as well as sensitivity to issues related to living in poverty
- A valid Ontario driver's license and access to reliable transportation

To read the detailed job description, [click here](#) (pages 3 and 4).

Additional Details *

Hours: The CSHFB's regular office hours are Monday, Tuesday, Wednesday, Friday 9-4:30pm and Thursday 9-6:30pm. It is understood that all team members are often required to work irregular hours to ensure that the objectives of the organization are being met. This includes working evenings and weekends especially during peak times of the year. You will typically work full-time, daytime hours, however, occasional evening and weekend work may be necessary.

Salary: \$40,000 as per organizational salary grid, with annual increases; optional enrollment into group benefits package and up to 3% RRSP matching following successful completion of probationary period.

To apply for this position, please send your application in one file to Cameron Dearlove, Executive Director (cdearlove@cambridgefoodbank.on.ca). Please include a cover letter outlining how your values align with those of the Cambridge Self Help Food Bank and how you would incorporate these into your work. We thank all applicants for their interest in this position however we will only be contacting those selected for interviews. This position is open until a suitable candidate is found.

Candidates from diverse backgrounds are encouraged to apply. Please let us know about any accommodations required in the application or interview process.