



**JOB DESCRIPTION**  
**RESEARCH AND DEVELOPMENT COORDINATOR**

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**Summary**

Reporting to the Executive Director, the research and development coordinator will ensure that the fundraising initiatives and other practices will move the Agapé Centre forward in the upcoming years. The successful candidate will research and explore options in order to develop a 5-year sustainability plan for the organization.

**Duties and Responsibilities:**

- Collaborate with the Executive Director to create an annual fund development plan to support the strategic direction of the organization
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Develop and manage timelines for various fundraising activities to ensure processes are carried out in a timely manner
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Develop a 5-year sustainability plan for fundraising goals/needs of the organization
- Raise awareness on all fundraising campaigns
- Research and implement new fundraising software to better track donors, manage relationships and generate funds
- Oversee the creation of new promotional material targeting donors and volunteers
- Promote the organization

**Qualifications:**

- Post-secondary degree with formal fundraising qualifications or equivalent experience
- Bilingualism is a definite asset
- Demonstrated experience coordinating annual fundraising programs including direct mail, online fundraising, events, donor recognition and stewardship
- Excellent written and oral communication skills

- Proficiency in data analysis and mining
- Superb organizational, analytical skills and exceptional attention to detail
- Proficiency in engagement strategies for potential and existing donors
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism
- Ability to set priorities and manage workloads with minimal supervision; work independently on several projects concurrently

Please send the following documents to be considered as a candidate:

1) CV

2) cover letter explaining how you meet each of the qualifications,

to: Lori Greer, Operations Manager

40 Fifth Street West, Cornwall, ON K6J 2T4

FAX: 613.933.4971 or email (pdf please) to: lgreer@agapecentre.ca

Applicants should quote Job#: OTF RESEARCH2013

DEADLINE for applications: Monday, December 17, 2012 at 5:00 p.m. The proposed start date is January 7, 2013.

This position is a full-time contract to January 2014 with the possibility of renewal at \$18.00 per hour.

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