



InclusionNB

Creating Opportunities • Créer des possibilités

Development & Donor Relations Coordinator

Inclusion NB is leading the creation of opportunities for individuals with an intellectual or developmental disability and their families to live full and valued lives in all aspects of society and is seeking a dynamic, energetic, and enthusiastic individual committed to the vision, values, and philosophy of inclusion.

We are seeking a dedicated and dynamic **Development & Donor Relations Coordinator** to join our team. In this role, you will be responsible for building and nurturing relationships with both existing and potential donors, ensuring they feel valued and informed about the impact of their contributions. You will support the Director in executing annual fundraising plans, including campaigns and events, to meet the organization's financial goals.

Roles & Responsibilities

- Identify, cultivate, and steward relationships with existing and potential donors, ensuring that donors feel appreciated and informed about the impact of their contributions;
- Support the Director execution of annual fundraising plans to support the organization's financial goals, including annual campaigns, and events;
- Prepare and manage donor communications, including thank-you letters, impact reports, newsletters, and event invitations;
- Lead grant writing efforts and identify new funding opportunities to enhance financial sustainability;
- Organize fundraising events and campaigns to engage the community and promote our mission, vision, and initiatives;
- Assist the Finance & Payroll Officer with the preparation and distribution of charitable receipts.

Required Skills and Qualifications:

- 3-5 years of experience in fundraising, sales or business development, ideally within the nonprofit sector, with a proven track record of successfully raising funds within the community.
- Bachelor's degree in Nonprofit Management, Business, or a related field is preferred;
- Proven ability to build and maintain relationships with diverse stakeholders, including donors and community organizations;
- Excellent written and verbal communication skills in both English and French;
- Strong organizational skills with the ability to work independently and as part of a team;
- As the ideal candidate, you have a passion for the cause. You bring a deep appreciation for Inclusion NB's values and mission to create opportunities for individuals with intellectual or developmental disabilities;
- You are a dynamic individual with a high level of energy and enthusiasm, always eager to take on new challenges and drive the success of fundraising efforts;



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- Ability to travel and provide own transportation (travel throughout the province as required);
- Experience with overseeing donor databases is considered an asset

Inclusion NB is a progressive, employee-recommended, and team-oriented organization that promotes a strong work-life balance and offers a comprehensive benefits package upon hire including:

- Flex Schedules (Including the option for Hybrid work)
- Work Life / Balance
- Paid Sick Time
- Paid Vacation
- Mental Health Days
- Professional Development
- Free Parking
- Paid Lunch Breaks
- Group Insurance Benefits

If you're passionate about making a difference and have a knack for relationship-building, we would love to hear from you!

Please forward your resume to:

Inclusion NB
Attn: Kirk Munroe, Director, People & Culture
800 Hanwell Road
Fredericton, NB E3B 2R7

If a reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please contact Kirk Munroe at 506-453-6677.

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.