



helping
seniors live
independently



Job Title:	Grant and Fundraising Coordinator		
Department/Group:	Staff	Position Type (FT, PT, Relief, etc.):	Contract Temporary Full Time
Location:	Hybrid Peel Senior Link 50 Burnhamthorpe Rd West, Mississauga, ON L5B 3C2	Level/Salary Range:	\$20/hour
Contact Person: Althea Alli			
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Job Details

Peel Senior Link, a non-profit charitable organization established in 1993, provides personal care & home-making and other complementary support services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability, and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.

We are currently seeking a Grant and Fundraising Coordinator. Reporting to the Finance Manager, the Marketing and Communications Coordinator will support the growth and development of community awareness and engagement strategies and the development of a fundraising program through the creation of engaging graphic design and compelling storytelling.

The successful candidate will be an individual with experience in and enthusiasm for building cause awareness and developing marketing and stewardship assets that support the donor journey. They should approach their role with an interest and ability in enhancing the organizational knowledge of trends and best practices related to marketing and communications and fund development tools and strategies. This role will be suited to someone with demonstrated interest in the nonprofit sector and supporting seniors/healthcare and who is comfortable working in a fast-paced, small team environment.

Position Responsibilities:

- Collaborating with staff and committee members to develop a fundraising plan including annual Communications and Fund Development calendars,
- Designing and delivering compelling, actionable fundraising campaigns and producing accompanying graphic assets/material,
- Explores & executes new business opportunities through submissions of grant proposals and external stakeholder partnerships.
- Working with the program team to gather and tell powerful client stories that highlight the organization's positive impact in the community,
- Developing material for and maintaining/updating the website and social media channels, and
- Producing print and digital marketing materials for client programs.

The ideal candidate has:

- Grant writing experience
- Fundraising experience
- Strong graphic design skills for hardcopy and digital formats,
- Experience producing content for and managing technology accounts such as WordPress, Zoom, Facebook, YouTube, Mail Chimp, LinkedIn, etc.; experience with data analytics,
- Excellent writing and storytelling skills,
- Strong interpersonal communication skills,
- Experience creating written and graphic content for fundraising campaigns, and
- Ability to promote collaboration among colleagues within a dynamic team environment.

- Strong proficiency in all aspects of Microsoft office, with proven skills in Word and Excel.
- Keen attention to detail and organizational skills
- Ability to prioritize and adapts work tasks to reflect changes, as required.
- Minimum qualifications for this position are one to two years of post secondary education and one to three years of job-related experience, or equivalent combination of education and experience.
- Effective verbal and written communication skills.
- Ability to work in a hybrid model (in person/remote).

Job Type: Contract Salaried, Full-time - Hybrid

Salary: \$20/hour

Location:

50 Burnhamthorpe Road West, Suite 300

Mississauga, ON, L5B 3C2

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>

To apply for this position please send your resume and a cover letter of interest to:

Althea Alli

Director, Human Resources & Privacy Officer

Althea@peelseniorlink.com