



## Fund Development Coordinator

**Salary:** \$55 000 - \$60 000 per year

**Benefits:** Health and Dental

**Hours:** 35 hours/week with flexible scheduling

**Contract:** 1 year with the possibility of renewal

**Location:** Hybrid (Waterloo Region, some in-person required)

**Reports to:** Executive Director

### About Spectrum

Spectrum is Waterloo Region's Rainbow Community Space. We run 60-70 programs every month ranging from peer support groups, youth programs, social outings and sports and recreation. We also provide services such as Rainbow Diversity Training, and advocate for the 2SLGBTQIA+ community. Our core staff team is small but passionate, and we work collaboratively by leaning into each other's strengths to make a big impact.

### The Role

If you are creative and analytical, knowledgeable about fund development best practices and strategic planning, and want to do community focused work where you can see your impact every day, you may be Spectrum's next Fund Development Coordinator.

### What You'll Do

- Lead and deliver fundraising campaigns and events
- Write grants, proposals, reports, and persuasive fundraising copy
- Collect and process donations, keeping systems accurate and up to date
- Manage Keela (our donor database) and reconcile records with financials
- Generate reports that analyze trends and show impact, not just numbers
- Build strong relationships with donors, partners, and foundations

### What You Bring

- 2-5 years of experience in non-profit fund development (campaigns, events, grant writing, donor relations, budgeting)
- Strong copywriting and communication skills
- Experience with donor databases and financial data analysis

- Familiarity with CRMs (Keela is a bonus) and email tools like Constant Contact
- Knowledge of Canadian Non-Profit legislation and ethical fundraising standards
- Post-secondary education in fundraising, communication, business, or a related field, or equivalent experience
  - We value traditional knowledge and community-based ways of knowing alongside formal education
- Fundraising certificate (CFRE, Fundraising Management), or working towards one is an asset
- Lived experience as a member of the 2SLGBTQIA+ community or other equity-deserving communities is strongly valued.

## What We Offer

- \$55 000 - \$60 000 annual salary
- Health and Dental Benefits
- Two weeks of paid vacation, plus two-week December office shut down
- \$500 annual professional development allowance
- Extremely flexible work hours and a hybrid work environment
- A supportive queer-positive workplace where lived experience is valued

## How to Apply

Please send your resume and a brief cover letter with the subject line: **Fund Development Coordinator** to [info@ourspectrum.com](mailto:info@ourspectrum.com). Applications will be accepted until 12pm on Friday September 5, 2025.