

Development Coordinator

Location: Association Services, 79 James Street South, Hamilton, Ontario

Position Type: Full-Time Salaried with benefits and a complimentary YMCA Membership

Salary Grade: Grade 3

Salary Range: Starting at \$46,060 annually, commensurate with experience

Position Overview:

We believe that it is through the power of our amazing people that #YSavesLives. By joining the Philanthropy team, you will contribute to making our Y the best place to work.

As the Development Coordinator, you will play a vital role within the Philanthropy team, contributing to the successful execution of YMCAHBB's Philanthropy Strategy under the Y Saves Lives Campaign.

Reporting to the Sr. Manager, Donor & Community Engagement, you will support the philanthropy team with pipeline management, portfolio management, support both internal and third-party events, and coordinate donor stewardship initiatives. In collaboration with the Philanthropy team, you will lead logistics for key fundraising events and promote best practices in donor stewardship.

This is an excellent opportunity for a professional who can bring balance of relationship-building, detail orientation, and tech-savviness, with strong communication and a shared passion for community impact and help shape a thriving workplace culture at the YMCA of Hamilton|Burlington|Brantford.

What You'll Do:

- **Pipeline & Portfolio Management:** Support the Philanthropy team with portfolio management, pipeline management supporting relationship development, retention, and growth strategies. This includes timely stewardship, impact reporting, and collaboration with other fundraisers to support pipeline development and maintenance. Maintain accurate donor records and engagement history in Raiser's Edge and support list generation, data entry, and stewardship workflows across the Annual Giving portfolio.
- **Logistics Planning & Events Coordination:** Support with planning and coordination of YMCA HBB hosted fundraising events and support select third-party fundraising initiatives. This includes logistics, communication with internal stakeholders, vendor coordination, and day-of execution.
- **Champion Stewardship Efforts & Collaboration:** Lead stewardship initiatives for the Annual Giving portfolio in line with the YMCA Philanthropy Strategy. Responsibilities include donor thank-you touchpoints, updates, impact communications, and engagement opportunities. Support strategic planning and reporting with the Sr. Manager, and contribute to meetings, campaign reviews, and goal setting.

What You'll Bring:

- Post-secondary degree or certification in fundraising or fundraising administration related field.
- Minimum of three (3) to five (5) years of experience in fundraising with focus on community, broad-based fundraising, annual campaigns.

What You'll Bring (continued):

- Creativity and adaptability in approach as a relationship-builder.
- Proficiency in computer systems and applications.
- Self-motivated with the ability to work both independently and in a team environment.
- Strong communication and interpersonal skills.
- Strong decision-making, critical thinking, and problem-solving skills; resourceful and pragmatic under pressure.
- Demonstrated experience working with diverse teams and fostering inclusive workplace practices.
- Access to reliable transportation in order travel to various work locations.

A Major Asset If:

- You have experience with The Raiser's Edge and Third-Party fundraising platforms.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position

Ready to Make a Difference? This is your chance to play a critical role in shaping a thriving, inclusive workplace where employees feel supported and empowered. If you're passionate about people and excited to lead impactful initiatives, we want to hear from you!

Interested in applying? To view and apply for positions as a current employee, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.