



Administration and Communications Coordinator

Reports to: Executive Director

Compensation: Contract position based on 12 hours per week and 46 weeks per year at \$25.00 per hour.

Term: Two years with potential to grow a maximum of 35 hours per week.

Our Mission: To connect people who care with causes that matter.

Our Vision: To give every generation the resources it needs to impact community change.

Our Values: Integrity. Excellence. Optimism.

Who are we looking for: The position performs a wide range of communications and operational tasks, often under tight timelines, requiring a high level of accuracy, confidentiality, and competence. The ideal candidate for this role has a passion for the Dufferin County community, a flair for marketing and communications, a positive attitude, and experience in providing a variety of administrative assistance.

Overall duties include:

- Arranging meeting venues, pre-meeting materials and minute taking
- Assisting with donor relationship emails and correspondence
- Supporting the grant review process and organizing cheque presentations
- Providing operational support for special events and fund building campaigns
- Creating social media, website and newsletter content

MAJOR RESPONSIBILITIES:

A. Operational Support – 50%

- Office Support:
 - Assists the Executive Director in office administration, database management, donor and grant applicant relationship.
 - Reviews and responds to all inquiries received through email, phone and social media.
 - Maintains all paper and digital files, records and correspondence for DCF in a secure and timely manner.
- Board & Committee Support:
 - Books meeting venues or Zoom/Teams for the Board, Fund Development Committee, Grants Committee, Governance Committee and Finance Administration Committee. Sends out calendar invitations and tracks RSVPs.
 - Takes Committee meeting notes and Board minutes as required.

- Ensures proper filing of meetings agendas, minutes and reports, in accordance with the Foundation's operating procedures and its Document Retention Policy.
- Event Support:
 - Provides operational support for Foundation events including An Evening the Stars, small circle donor events, a Grant Recipient Award event and others.
 - Arranges catering and other event components for Board Retreats, Volunteer Socials and the Annual General Meeting.
- Grant Administration:
 - Assists the Grants Committee in developing grant application forms and online application functionality.
 - Receives and uploads the grant applications for review.
 - Provides administrative support to the Grants Review Team as required.
 - Organizes cheque presentations and photo ops with grants recipients.

B. Marketing and Communications Support - 50%

- Digital Communications:
 - Social media - creates a monthly content calendar; writes posts; reviews graphics/images; works with our digital agency; engages with the community; builds the Foundation's social following.
 - Website - writes and updates website content; works with our web designer.
 - Newsletter - writes and edits newsletter content; designs in Constant Contact; distributes newsletter according to annual schedule.
 - Builds and maintains a database of photos, images and videos.
- Donor Communications:
 - Report to the Community - assists with writing, editing, design, production, and distribution of our annual report.
 - Crafts messages and stories in consultation with the Executive Director, Committee Chairs, grants recipients, donors and community champions as appropriate.
 - Prepares and distributes thank-you letters for donations and follows up as appropriate.
- Events & Campaigns:
 - Supports the Fund Development Committee in the marketing of donor events.
 - Assists the Executive Director with the GivingTuesday and Holiday/Year-end Campaigns including direct marketing to donors.
 - Committee Chairs, grants recipients, donors and community champions as appropriate.
 - Prepares and distributes thank-you letters for donations and follows up as appropriate.
- Media Relations: Writes and distributes news releases; arranges interviews with DCF spokespeople; updates media contact list as needed.
- Assists with the creation of presentation decks.

The Ideal Candidate will have:

- Strong verbal and written communication skills; excellent interpersonal skills.
- Aptitude for social media and promotion.
- Solid organizational skills, exceptional attention to detail, and ability to produce high-quality reports.
- Demonstrated proficiency in Google Workplace, including Google Docs, Sheets, Slides and Forms, social media tools and platforms. Experience in WordPress, MS Word/Excel/PowerPoint, and CRM databases such as Foundant an asset.
- Ability to work alone and with diverse groups of people (community members, volunteers, donors).

- Initiative, collaborative team approach, and effective problem-solving skills.
- Knowledge of Dufferin County and the local charities that serve our community.
- High degree of professionalism and confidentiality.

Recruitment Process:

- Initial screening of applicants
- Interview with Executive Director and Board Chair
- Written Assignment
- Final Interview Reference Check