



## Start Me Up Niagara

### Job Posting

### Assistant to the Donor Engagement Coordinator

**REPORTS TO:** Donor Engagement Coordinator

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Start Me Up Niagara is home to a dedicated team who strive to provide encouragement, support, and assist with the immediate needs of persons struggling with significant life challenges. Many of these adversities include compromised mental health, substance misuse, homelessness, unemployment and poverty.

#### Position Summary

The Assistant to the Donor Engagement Coordinator provides administrative and organizational support to advance Start Me Up Niagara's fundraising and donor engagement efforts. This part-time role focuses on data management, document preparation, donor records, and general fundraising administration.

The ideal candidate is highly detail-oriented, organized, and comfortable working with Excel and Word. Some background or interest in fundraising, donor relations, or the non-profit sector is considered an asset, but training will be provided.

#### Employment Type:

Part-Time (Ten (10) hours per week). Pay Range \$20 – 22\$/hr. This position is for an open vacancy.

#### Key Responsibilities

##### A. Administrative & Data Support

- Maintain and update donor records, spreadsheets, and databases with a high level of accuracy.
- Enter donations, generate reports, and assist with basic data tracking.
- Prepare correspondence, forms, and documents using Microsoft Word and Excel.
- Support filing systems (digital and/or paper) to ensure donor and fundraising records are organized and up to date.
- Assist with tracking donor acknowledgements, tax receipts, and follow-ups.

##### B. Donor & Fundraising Support

- Assist with donor stewardship tasks such as preparing thank-you letters and mailing lists.
- Support fundraising campaigns and events through administrative coordination (registrations, lists, tracking, materials).
- Help compile information for donor communications, appeals, and reports.
- Provide general assistance to the Donor Engagement Coordinator with ongoing fundraising initiatives.

##### C. Events & Campaign Assistance

- Provide support for fundraising events as directed by the Events Coordinator (e.g., participant lists, donation tracking, post-event reporting).
- Assist with preparation of event materials and documentation.
- Help gather and organize feedback and data following events.

#### **D. Coldest Night of the Year Campaign Leader**

- The Campaign Leader reports to the CNOY Event Director and oversees the overall recruitment effort.
- Reads the CNOY Guidelines to understand how WAVES and the CNOY tools can support your campaign.
- Attends CNOY Foundations and Campaign Ignite trainings. Additionally, attending the CNOY Advanced webinars will boost campaign effectiveness.
- Creates a CNOY fundraising campaign strategy that is right for your charity.
- Creates and maintains an active Team Captain Prospect List.
- Meets with the campaign team weekly in the first two months to follow-up and to hold each team member accountable to their recruitment efforts.
- As Team Captains register, the Campaign Leader's role changes from recruitment to encouragement by regularly connecting with and encouraging fundraising efforts.
- Read the Communication Section of CNOY Guidelines to develop a plan to keep fundraisers engaged.
- The Campaign Leader typically works on this from October to Event Day, or as required by the CNOY Event Director.

#### **Qualifications**

- Post-secondary education in Administration
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Excel and Word (required)
- Strong communication skills.
- Previous administrative experience preferred.
- Background or interest in fundraising, donor relations, or the non-profit sector is an asset.

#### **Requirements**

- Have strong written, interpersonal, and oral communication skills
- Have a positive, non-judgmental attitude toward others
- Must be able to remain calm in stressful situations
- Ability to multi-task, prioritize and delegate in an ever-changing environment
- Ability to work as a team and on your own with little supervision
- A satisfactory Vulnerable Sector Criminal Records Check is required if hired
- Ability to work a flexible schedule
- Valid class G driver's license with \$1,000,000 minimum liability insurance
- Able to work legally in Canada

#### **How to Apply:**

Applicants are invited to email a cover letter and resume with the subject line “**Assistant to the Donor Engagement Coordinator**” to [hr@startmeupniagara.ca](mailto:hr@startmeupniagara.ca)

We thank all applicants, however only those who are selected for an interview will be contacted.

#### **Accommodation**

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.

*We thank all candidates for their interest in advance.  
Due to volume, we will only be contacting those selected for an interview.*