



Job Posting

Interested applicants are asked to submit their resume and cover letter to careers@oakridgeshospice.com by the posting expiry date.

Job Title:	Fund Development Coordinator
Reports To:	Fund Development and Communications Lead
Posting Date:	July 29, 2026
Expiry Date:	August 28, 2026
Position Overview:	Reporting to the Fund Development and Communications Lead, the Fund Development Coordinator will be an integral part of the Oak Ridges Hospice (ORH) team, who supports the organization's reputation and brand, cultivates donor relations and effectively fundraises to enable ORH achieve its vision and mission to serve people and their loved ones, who are transitioning at the end-of-life. This individual is a self-starter, highly motivated, an excellent communicator and a great team player who thrives in an environment with multiple priorities and deadlines.
Key Responsibilities:	• Supports the organizations overall strategic plan • Raise donations to meet the annual operational needs of the programmes and services of Oak Ridges Hospice • Identify, cultivate and solicit donors including individuals, service organizations, corporations and foundations • Develop and implement donor stewardship strategies to build and maintain lasting relationships • Plan and organize key fundraising and donor relations events with volunteer support • Encourage and oversee third party fundraising events and activities through community awareness • Ensure all fundraising policies and practices continue to meet Canada Revenue Agency requirements. • Is knowledgeable of, and adheres to, the AFP Code of Ethics • Ensure information is made available to family and friends of hospice residents informing them of how they can support the operation of the hospice through in memoriam donations. • Ensure that the hospice website includes instructions on how donations can be made. • Communicate with corporations and local businesses to seek support for the hospice through the donation of goods and services. • Communicate with local service organizations, churches and third party groups to seek support for the hospice through their fundraising efforts. • Ensure that processes are in place to ensure that all donors are acknowledged and thanked according to their contributions • Research and develop comprehensive and compelling grant proposals, including submission, tracking and follow-up.

	• Identify charitable organizations, public and private foundations that can be approached for financial support. • Establish communication with such organizations and determine the process to apply for funding. • Provide an overview of our residential hospice activities to potential donors. • Complete Grant Applications. • Provide progress reports and accountability reports as required by grantors. • Supports and assists with hospice events and oversees third-party events as required • Organize events activities and secure volunteer assistance as needed • Develop and maintain Fundraising and Communications policies and procedures that meet legislative requirements, Canada Revenue requirements, and HPCO Accreditation standards • As a member of the ORH staff, complies with the organizational policies and procedures • Supports the rest of the ORH team and participates in activities that promote teamwork and the values of ORH • Other duties as assigned
Qualifications:	• Completed post-secondary education or comparable experience desired. • Minimum 5 years experience and/or education with a proven track record in fundraising ◦ Membership in the AFP (or equivalent) would be an asset • Experience and/or education in communications, marketing and public relations. • Solid understanding of fundraising principles including ethics, methodologies and technology tools. • Highest standards of professionalism, confidentiality and integrity. • Strong interpersonal, motivational and networking skills. • Excellent written and verbal communication skills, polished presentation skills. • Ability to work independently with minimal supervision and effectively with Board members, committees and volunteers. • High proficiency in all areas of Microsoft Office, fundraising software, and social media tools. • Graphic design & website management skills are an asset. • Valid Ontario driver's license with own vehicle. • Criminal reference check with Vulnerable Sector Screening required.
Additional Requirements:	Current and original copy of a satisfactory Criminal Records and Vulnerable Sector Check is required upon the start of employment. Oak Ridges Hospice recognizes the importance of immunization to protect our residents, team members and visitors from COVID-19. As such, a condition of employment with Oak Ridges Hospice is requiring that all employees and new hires have received all required doses of a COVID-19 vaccine approved by Health Canada. Oak Ridges Hospice is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
Pay:	\$33.74 – 35.86 per hour. Compensation is commensurate with experience, qualifications, and internal equity
Hours:	Full-Time (35 hours/week, with occasional evenings and weekends). This is an on-site position.

We thank all applicants for their interest, however, only those under consideration for the role will be contacted.