



Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Philanthropy Coordinator** based on Fogo Island or in Toronto, will support the Vice President, Strategic Initiatives and Manager of Philanthropy in engaging donors and performing administration duties. The **Philanthropy Coordinator** will report to the VP, Strategic Initiatives.

- General Responsibilities
 - Responsible for engaging an existing portfolio of donors and building new relationships to sustain and grow philanthropic support for the organization.
 - Contributes to the design and delivery of customized stewardship touch-points.
 - Liaises with key staff to develop and maintain a deep understanding of the organization's needs and funding priorities.
 - Designs and executes fundraising, stewardship and cultivation events.
 - Supports the CEO and VP, Strategic Initiatives in their relationship portfolios (drafting correspondence, preparing briefing notes, conducting research, bringing forward reminders and prompts, etc.)
 - Supports the Fundraising Committee as needed.
 - Enters donations, constituent updates and donor interactions in the database (Salesforce).
 - Maintains complete donor and prospect records including executed letters of agreement, proposals, receipts and correspondence.
 - Coordinates meetings arrangements (agendas, briefing notes, handouts, catering/refreshments, etc.) and taking minutes as required

The ideal candidate:

- Excellent interpersonal skills and a demonstrated capacity to build effective relationships with diverse stakeholder groups including major donors, senior volunteers, and staff.
- An enthusiastic self-starter with the ability to work independently and as a member of a team.
- Post- secondary degree or equivalent experience
- 2-4 years of directly related experience in a fundraising environment.
- Proven track record of success in donor communications, especially proposal and grant writing.
- Experience handling confidential information with discretion, diplomacy, and tact.

What we offer:

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

To Apply:

Submit a cover letter & resume to careers@shorefast.org , subject line "Philanthropy Coordinator"

Deadline for Applications: **August 8, 2021**

Questions about this position may be directed to: Jane Hilton, jane@shorefast.org

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.woodshopfogoisland.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)