

Development Coordinator

Food Matters Manitoba is seeking a full-time Development Coordinator, starting August 3, 2020.

Responsibilities:

Under the direction of the Executive Director, the Development Coordinator will create, implement, and monitor Food Matters Manitoba's public relations and development program.

Related responsibilities include:

- Producing and distributing all external communications materials, ensuring compliance with Food Matters Manitoba communications policies, procedures, and brand standards
- Developing news stories, fielding and responding to relevant media requests, crafting newsworthy talking points, and maintaining relationships with media contacts
- Researching public and private funding sources, preparing and submitting grant applications, and maintaining a granting schedule in consultation with program and executive staff
- Monitoring and reporting on trends in food security policies and programs, not-for-profit and social purpose organizations, and cause-related marketing
- Managing Food Matters Manitoba's website and social media accounts, including content creation, application and software maintenance, and reporting on impact and reach
- Supporting the Executive Director and Board of Directors Fund Development Committee in managing donor relations and special events
- Maintaining records in accordance with Food Matters Manitoba policies and procedures
- Assisting with other work-related tasks as assigned

About You

- Minimum of 3 years' experience in marketing, communications or public relations with demonstrated success, preferably in the not-for-profit or associated sector
- Experience leading fund development programs and demonstrated success raising money through grant writing, donor campaigns and events
- Demonstrated success in managing websites and social media accounts and generating a social media following
- Experience overseeing the design and production of print materials and publications
- Strong oral and written communications skills
- Ability to manage multiple projects and tight deadlines
- High level of computer knowledge, including MS Suite, Adobe Creative Suite, and WordPress

- A working knowledge of contact databases, including Constant Contact
 - Knowledge of, and interest in, food security is considered an asset
 - Bachelor's degree in a related field is desirable
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Work week: 37.5 hours per week

Starting wage: \$22 - \$25 / hour

An extended health and dental benefits package is available to Food Matters Manitoba employees following three (3) months' employment.

Those interested in applying for this position are invited to forward their resume and cover letter by email to info@foodmattersmanitoba.ca (Subject Line: Development Coordinator) by **July 3, 2020**.

Food Matters Manitoba strives to be a safe and accessible workplace that celebrates diversity and represents the community in which we live and work. We encourage individuals from equity-seeking groups to apply for the position. Please note that our offices are currently located in a split level-building with no mobility lift or ramp. We can accommodate work-from-home and facilitate virtual participation.

foodmattersmanitoba.ca