



About the job

Fundraising Coordinator (St. Catharines Office/Hybrid)

Contract Position - Ending June 30, 2025, with Possibility of Renewal

13.5 hours

\$25/hour

The Organization

Founded in 1986, the Brain Injury Association of Niagara's mission is to maximize the quality of life for persons in the Niagara region who are living with the effects of an acquired brain injury through support, advocacy, and awareness. The Brain Injury Association of Niagara (BIAN) provides community-based support that serves Members. Our Members are individuals with unique needs arising from the effects of acquired brain injury who also have skills and abilities that can contribute to the well-being of other members and the organization. BIAN's vision is to be seen as a leader in community education around the needs/issues affecting those living with brain injury.

Job Summary

The Fundraising Coordinator provides leadership of a corporate sponsorship program, signature fundraisers and the creation of new small or third-party events. This position focuses on building a sustainable fundraising program to ensure the Brain Injury Association of Niagara has successful revenue-generating events and an established culture of philanthropy. This part-time position is a hybrid position and requires regional travel and flexibility in hours from time to time.

Responsibilities include, but are not limited to:

- Completing a review of existing fundraising activities.
- Developing a comprehensive fundraising strategy unique to Niagara.
- Researching, acquiring, and setting up donor database.
- Taking leadership in Marketing via Education events.



- Working collaboratively with members of the BIAN Team to update digital and print marketing material.
- Successfully hosting three Signature Events and hosting or co-hosting two additional fundraising events.
- Increasing corporate sponsorship.
- Developing social media content and long-term strategy.
- Training staff, Board of Directors, and committee members on best practices, effective social media marketing and relationship management (stewardship).
- Establishing a network of event and fundraising volunteers.

Qualifications:

- A degree/post-secondary education in Rehabilitation Science, Social Services, Communications, Business, Marketing, or Event Planning.
- Minimum five years' experience within a non-profit organization, client services, social and health-related disciplines, or similar related experience.
- General knowledge of acquired brain injury and its implications.
- Experience in fundraising and event planning.
- Demonstrated ability to build and maintain collaborative working relationships.
- Excellent communication and time management skills.
- Demonstrated computer proficiency working in MS Office, Canva, and Wix.
- Ability to travel within the Niagara region.
- A genuine passion for working within the field of acquired brain injury.



Given the essence of the Brain Injury Association of Niagara, lived acquired brain injury experience will always be considered an important criterion among the criteria that are part of any given search.

BIAN is committed to equity diversity, and inclusion in our recruitment processes. We strive to create a workplace that reflects the communities we serve, and everyone feels empowered to bring their full, authentic selves to work with a sense of belonging. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: Indigenous peoples, members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; persons with visible and/or invisible (physical and/or mental) disabilities; persons who identify as women; and persons of marginalized sexual orientations, gender identities, and gender expressions.

Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially.

We thank all applicants; however, only those under consideration will be contacted.

If you would like to make a meaningful contribution to your community, please apply directly to our LinkedIn posting or forward your resume to: rachel@bianiagara.org.