



Development & Community Engagement Coordinator

Part-Time — 21 hours per week

Position Summary

The Development & Community Engagement Coordinator leads JSABC's grant development program and assists in growing the organization's broader funding base and community reach. This role owns the full grant lifecycle — from prospecting and proposal writing through submission, compliance, and reporting — alongside donor recognition, fundraising campaign support, volunteer management, and strategic community partnerships.

This role works alongside the Manager, Executive Administration and Operations for shared front-desk coverage, and alongside the Program Development & Advocacy Consultant, who leads program design, workplans, and outcomes tracking that inform grant proposals and reports.

The position requires strong relationship-building and writing skills, comfort representing JSABC externally, and the ability to manage multiple priorities in a dynamic nonprofit environment.

Key Responsibilities

Reception & Office Front Desk

- Answer incoming phone calls, greet visitors, and direct inquiries to the appropriate staff member during scheduled office hours.
- Provide back-up front desk coverage alongside the Manager, Executive Administration and Operations.

Grant Development & Management (Lead Role)

- Research and identify new grant opportunities aligned with JSABC's mandate across foundation, government, and corporate funders.
- Lead the full grant lifecycle — proposal writing, budgets, supporting materials, and submission — from prospect identification through award.
- Own full-cycle funding compliance, including tracking funding agreements and deliverables, and preparing interim and final grant reports.
- Maintain the grants database and organized grant documentation systems, and lead grant stewardship, including funder acknowledgments and thank-you communications.
- Develop and maintain the grants calendar and funding pipeline.
- Expand JSABC's funder base into corporate and non-Jewish philanthropic sectors.
- Coordinate with the Program Development & Advocacy Consultant to gather program data, outcomes, and evidence needed to strengthen grant proposals and reports.
- Provide regular grant pipeline and compliance updates to the Executive Director.

Fundraising Campaign Support

- Support mail order and other campaigns by coordinating printing, mailing logistics, timelines, and vendor liaison.

- Support phone calling campaigns by building and distributing call lists, preparing scripts, and tracking and following up on calls.
- Communicate with Board and other stakeholders for completion of work.
- Make phone calls and be comfortable with solicitation of funds and items.
- Support and coordination function; campaign strategy, messaging, targets, and timing are set by the Executive Director.

Donor Relationship Stewardship & Recognition

- Own JSABC's donor recognition program organization-wide, including acknowledgment processes and milestone recognition.
- Draft and send donor thank-you letters.
- Deposit donation cheques at the bank, as required.
- Maintain mid- and large-donor records and stewardship notes within Keela, in coordination with the Manager, Executive Administration and Operations, who owns the database system.
- Support the Executive Director in cultivating and coordinating activities that raise funds or otherwise solicit gifts for the organization.

Community Engagement & Partnerships

- Cultivate and maintain relationships with community leaders, partner agencies, funders, and community organizations.
- Represent JSABC at community events, forums, and stakeholder meetings as needed.
- Facilitate community consultations and planning conversations where appropriate.

Volunteer Management

- Recruit, support, and coordinate JSABC volunteers and advisory groups.
- Strengthen volunteer leadership capacity across programs.

Program and Event Management

- Provide strategic and funder-facing support for organizational events, including AGM and Galas.
- Support the Program Committee and coordinate event budgets in partnership with the Manager, Executive Administration and Operations, who leads day-of logistics.
- Participate in event standing committees as needed.

Qualifications

- Experience in grant writing and full-cycle grant management is required.
- Experience in development, fundraising, or community engagement.
- Demonstrated success building relationships with funders, partners, and community stakeholders.
- Strong writing and interpersonal communication skills.
- Comfort working within a CRM/database system for donor and grant records.
- Experience in a nonprofit environment is an asset.

Core Competencies

- Grant writing, compliance, and full-cycle grant management
- Donor development and stewardship
- Community engagement and partnership building

- Volunteer management
- Program and event coordination
- Clear written and verbal communication
- Fosters a collaborative team environment by promoting open communication, mutual respect, and shared accountability.

Salary

Based on experience, pro-rated for hours worked.

To Apply

Please send applications to Jeff Moss:

Careers@jsabc.ca 604-732-1555 x 102 www.jsabc.ca