



**Career Opportunity:**  
**ANNUAL GIVING & COMMUNICATIONS COORDINATOR**

Do you want a purpose filled life? Are you looking for work-life balance? Are you looking to grow in your career in the fundraising profession? Are you results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse and change-positive work environment? Do you value a professional, positive, and supportive team?

**Join Interval House's Growing Team:**

Then this is a great opportunity to be a part of a very mature resource development program with over 30 years experience in Direct Mail, Major Donor, Corporate and Foundation relationship development, and a robust communications program that includes social media, as well as working closely with Direct Marketing firms and Advertising agencies to create award-winning campaigns.

Joining this team may be your best move yet. Be a part of the team that helps Interval House commemorate and celebrate its 50<sup>th</sup> anniversary in 2023.

**Job Details:**

The Annual Giving & Communications Coordinator position will report to the Resource Development & Communications Associate.

Job Type: Permanent Full-Time

Hours of Work: 35 hours per week

Work Arrangement: Hybrid flexible

Location: Toronto, Ontario

**You will benefit from:**

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- Career growth and professional development opportunities

**Do you have?**

- Relevant experience and knowledge working with fundraising and donor relations
- Demonstrated ability in establishing and maintaining collaborative relationships with external stakeholders
- Superior written and verbal communication skills

**Apply your education and knowledge to make a difference in women's lives by:**

- Coordinating the annual giving program including direct marketing production and reporting
- Proactively identifying and recommending fundraising communications opportunities for Interval House
- Coordinating the annual giving program including direct marketing production and reporting

**Strengthen your skills and abilities in:**

- Ensuring effective maintenance of fundraising database
- Gathering data for monthly reconciliation and various analytical reports
- Social media campaigns, digital marketing, blogs, and social media communication activities
- Strategic thinking, initiative, planning and organisation

**Interval House:**

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence. Checkout our website for more details, [www.intervalhouse.ca](http://www.intervalhouse.ca)

**Please submit your cover letter and resume to:**

Attention: Human Resources Subject line: **ANNUAL GIVING & COMMUNICATIONS COORDINATOR**

Email: [personnel@intervalhouse.ca](mailto:personnel@intervalhouse.ca)

Website: <https://www.intervalhouse.ca/careers/>

**Good to Know:**

We thank all applicants. Please note, only applicants who meet the requirements will be contacted.

Proof of full Covid-19 vaccination (including booster shot) against Covid-19 is required before hire date.

Must be eligible to commit to a permanent employment contract.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.