



# InclusionNB

Creating Opportunities • Créer des possibilités

## JOB ADVERTISEMENT

**Position title: Development and Donor Relations Coordinator**

**Drive Inclusion and Belonging Across New Brunswick**

**Location: Moncton, NB**

**Status: Full-Time, Permanent**

In response to growing community needs and our commitment to systemic change, Inclusion NB is seeking a passionate and strategic **Development and Donor Relations Coordinator**.

This pivotal role is designed for a visionary relationship builder who thrives on donor cultivation, strategic fundraising, and securing the resources that ensure individuals with intellectual disabilities are fully valued and included in our communities.

If you are passionate about community inclusion, influencing policy through strategic funding, and removing barriers, this is the ideal opportunity for you.

### Key Responsibilities & impact:

As our **Development and Donor Relations Coordinator**, you won't just raise funds, you'll build a movement.

- **Cultivate Champions:** Develop and nurture relationships with individual donors, corporate sponsors, and foundations, ensuring all supporters feel valued and included in the Inclusion NB community.
- **Drive Strategy:** Coordinate fundraising activities, analyze performance data, and develop actionable insights that drive growth and meet key metrics.
- **Secure Funding:** Research grant opportunities and prepare compelling proposals and reports to secure essential government and foundation support.
- **Tell Our Story:** Collaborate with the communications team to capture authentic, inclusive impact stories that link donor contributions directly to systemic change.
- **Manage the Mission:** Maintain immaculate donor records in Donor Perfect, coordinate event logistics, and ensure all efforts align seamlessly with Inclusion NB's brand and advocacy goals.



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## Qualifications and skills:

- **Experience:** At least three (3) years of relevant experience in fundraising, donor relations, or business development is preferred.
- **Education:** A degree or diploma in Non-Profit Management, Marketing, Public Relations, or a related field is preferred (or equivalent experience).
- **Skills:** Excellent writing, presentation, and interpersonal communication skills.
- **Technical Knowledge:** Familiarity with CRM systems (DonorPerfect)/donor databases, fundraising software, and Microsoft Office Suite.
- **Value Alignment:** Demonstrated alignment with the Inclusion NB mission and inclusive values.
- **Language:** Bilingualism (English/French) is mandatory.
- **Travel:** Ability to travel within the province approximately 25% of the time (equivalent to one day per week).
- **Community Management:** Experience in volunteer management or community engagement is considered an asset.

## Why Join Inclusion NB?

We are a progressive, team-oriented organization that deeply values our staff and promotes true work-life balance. We walk the talk when it comes to inclusion; that includes you.

We offer a comprehensive benefits package upon hire, designed to support your well-being:

- Flex Schedules (Including the option for Hybrid work)
- Work Life / Balance commitment
- Paid Sick Time
- Paid Vacation
- • 4-day Summer Work Weeks (July & August Annually)
- Mental Health Days



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- Professional Development Opportunities
- Free Parking
- Paid Lunch Breaks
- Group Insurance Benefits

## How to Apply?

If you are ready to use your fundraising skills to advocate for inclusion, please forward your resume to:

**External Applicants:** Email [hr@inclusionnb.ca](mailto:hr@inclusionnb.ca)

*If a reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please contact Khouloud El Moutchou at 506-503-0071.*

*We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.*