

Fund Development and Community Engagement Coordinator

1.0 FTE – Permanent

Location – Barrie

The Agency We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to reflect the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented racialized and Indigenous communities along with candidates from 2SLGBTQ+ communities in all their intersecting identities. If you are from an equity-seeking group or Indigenous community, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

The Job This is a permanent position with the Communications & Community Relations department. Working collaboratively with the Manager of Communications, the Coordinator – Fund Development & Community Engagement is responsible for the development and implementation of a fundraising strategy to increase donations. In addition, in partnership with the Volunteer and Foster teams, this position will develop and implement foster and volunteer awareness and recruitment marketing campaigns with the goal of attracting people to foster or volunteer with the agency. The incumbent will be an integral part of the team helping drive projects and activities forward in the following areas: Fundraising, Programming, Marketing and Communications, Event and Program Planning, Accounting. This is a unionized position with CUPE Local 5319.

Qualifications

- Post-secondary education in Communications, Marketing, Business, Graphic Design, Fundraising, Administration or equivalent.
- 2-3 years' experience in communication and/or marketing roles.
- Experience in fundraising, business development, project management and event planning, preferably in a not-for-profit setting.
- Knowledge and/or skills in graphic and digital design, and ability to work within social media and software platforms.
- The ability to design and produce print materials including newsletters, brochures and reports.
- Knowledge of the Child Welfare and Children's & Youth Mental Health/Youth Justice systems is an asset.
- Professional work experience and a high degree of maturity and professionalism required.
- Excellent organization skills and the ability to problem solve and make decisions in high pressure situations.

- Ability to work as part of a team, to plan and implement new initiatives, undertake and assign new tasks and to bring projects to completion.
- Strong time management skills, flexibility and ability to work effectively to adapt to changing/competing priorities and tight timelines.
- Excellent attention to detail and ability to provide accurate information.
- Understanding of anti-oppression values and principles with particular knowledge and awareness of the culture and history along with an understanding of the social and political issues facing First Nations, Métis and Inuit people and Equity-seeking groups.
- Experience working with a variety of stakeholders regarding the development and implementation of communications and fundraising best practices.
- A valid driver's license and access to a vehicle is required.
- Strong verbal and writing skills in English.
- Bilingualism (French/English) is a highly desired asset.

Compensation The salary range is \$56,559 to \$69,783 commensurate with experience, with a generous benefits package, vacation and leave provisions as per our Collective Agreement.

Applications by: **November 16, 2025**

Please apply to: **Internal:** [Login ADP>Myself>Talent>Career Center> Fund Devel&CommEng\(1125\)](#)
External: [Fund Development&CommunityEng \(1125\)](#)

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

Accommodation at Simcoe Muskoka Family Connexions

Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.