

**Title:** Donor Relations & Events Coordinator

**Position:** 35 hours/week - One-year contract with the possibility of renewal

**Hybrid position**

**Salary:** \$27.03 - \$35.54

**Benefits:** A competitive benefits package, including paid time off

## OVERVIEW

The Ottawa Community Housing (OCH) Foundation connects 33,000 tenants with programs that foster education, employment, community engagement, and overall well-being. As the charitable partner of Ottawa's largest social housing provider, we work to enhance the quality of life for tenants across 155 communities.

## SCOPE OF POSITION

The **Donor Relations & Events Coordinator** supports the OCH Foundation's fundraising efforts through high-quality event execution, donor engagement, grant coordination, and third-party fundraising initiatives. This role enhances the OCH Foundation's ability to cultivate donor relationships, deliver exceptional stewardship, and grow annual fund revenue.

As a dynamic, organized, and relationship-focused professional, the Coordinator manages event logistics, donor stewardship, volunteer coordination, and grants administration. Working closely with the Manager, Partnerships & Innovation, the Resource Development & Communications Coordinator, and the Administrative Assistant. This role balances front-facing donor interactions with detailed back-end coordination to ensure successful fundraising initiatives. This person will be reporting to the Manager, Partnerships & Innovation.

## SUMMARY OF DUTIES AND RESPONSIBILITIES

### Event Planning & Execution

- Coordinate and execute key OCH Foundation fundraising events (Pack-a-Thon, Golf Tournament, Hop on Bikes, Holiday Meals, Annual Giving Campaign), with guidance from the Manager.
- Lead online auction outreach and coordination.
- Coordinate event timelines, run-of-show, critical paths, volunteer assignments, registration, guest communications, and post-event follow-up.
- Coordinate volunteers for fundraising and program events.
- Ensure timely sponsor recognition and donor stewardship with support from the Communications Coordinator and Manager.
- Support event revenue tracking and post-event analysis.

### Third-Party Fundraising & Community Engagement

- Serve as the main point of contact for groups, businesses, community associations, and service clubs interested in hosting fundraising events on behalf of the OCH Foundation.
- Prospect, cultivate and grow new third-party fundraising events and partnerships.
- Develop resources and tools to support external fundraisers and partnerships.
- Attend external meetings, including networking events or community presentations as needed to promote third-party opportunities.

## Donor Relations & Annual Fund Support

- Assist in planning and executing annual fund initiatives, including direct mail and data coordination, in collaboration with the Resource Development team.
- Support development and delivery of the annual fund plan aligned with organizational fundraising goals.
- Steward annual fund donors (>\$1,000) through personalized communications, updates, and timely follow-up.
- Contribute to monthly donor engagement and broader annual fund activities.
- Provide exceptional service to donors, volunteers, and partners.

## Grants, Data & Team Coordination

- Maintain the grants calendar and support small grant applications by gathering program data, drafting content, organizing attachments, and ensuring accurate documentation.
- Assist with prospecting new opportunities and grant reporting by collecting impact stories, outcomes, and financial information from internal teams.
- Ensure accurate data entry in DonorPerfect, including donor notes, event attendance, interactions, revenue tracking, and stewardship documentation.
- Collaborate with the Administrative Assistant and Resource Development Team on donation processing and timely follow-up for pledges and grants.
- Support process improvements for events, stewardship, and donor engagement, and participate in team planning and cross-functional initiatives.
- Other duties as required.

## QUALIFICATIONS

- Degree or diploma in fundraising, events/project management, communications, nonprofit, or a related field, or an equivalent combination of education and experience.
- 2+ years of experience in fundraising, event coordination, or community engagement; experience with donor stewardship and corporate partnerships is an asset.
- Proven experience managing events, logistics, and/or volunteers.
- Strong interpersonal, communication, and relationship-building skills.
- Highly organized with strong project management skills and attention to detail; able to manage multiple priorities in a fast-paced environment.
- Able to work both independently and collaboratively.
- Experience with donor databases (DonorPerfect, Raiser's Edge, or similar).
- Comfortable engaging with diverse community members, donors, and partners.
- Proficient with Microsoft Office, Canva, and online platforms (Teams/Zoom).
- Bilingualism (French/English) an asset; additional languages welcomed.

## OTHER REQUIREMENTS

- Valid Criminal Records Check.
- Have a valid "G" Class driver license or equivalent access to a personal vehicle for business use.
- Ability to work on occasional evenings or weekends.



## HOW TO APPLY

Send your resume and cover letter via e-mail to [info@ochfoundation.ca](mailto:info@ochfoundation.ca). **Deadline for applications is 11:59 pm EST, February 27, 2026.**

Please quote the job title **“Donor Relations & Events Coordinator”** in the subject line when applying. We thank all applicants for their interest, but only those selected for an interview will be contacted. No phone calls please.

Please note that Applications will be reviewed on a rolling basis, and interviews may begin prior to the application deadline.