



Vision: Little Warriors is a national organization committed to the awareness, prevention and treatment of child sexual abuse.

- Mission: Little Warriors is committed to:
- Provide awareness and information about child sexual abuse.
  - Provide child sexual abuse prevention strategies to adults through education.
  - Provide information about healing and support resources.
  - Provide a treatment facility to help children cope with the devastating effects of child sexual abuse.
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### **Fund Development Coordinator**

Little Warriors is recruiting a Fund Development Coordinator who will work with the Community Relations Coordinator and Chief Executive Officer. This position works to ensure that the fundraising goals of Little Warriors are met through major gift acquisitions and donor stewardship which includes, individuals, corporations and foundations. This position is responsible for the identification, cultivation, solicitation and stewardship of major donors.

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Responsibilities include but are not limited to:

- Develop and implement an annual fund development plan including budgets, goals, strategies and timelines.
- Prepare solicitation materials for presentations and additional communications materials for donors and prospective donors.
- Initiate and coordinate meetings with prospective donors which may include key staff or Board members and may include facility tours.
- Establish, build and maintain relationships with donors and key stakeholders to increase retention and where appropriate increase levels of engagement.
- Assist in acquiring sponsors for major annual events including Be Brave Luncheon and Little Warriors Golf Tournament.
- Assist in organizing annual donor appreciation events.
- Attend third party events as required.

### **Knowledge, Skills and Abilities**

- Proven skills in developing and implementing fund development plans and proposals.
- Confident, enthusiastic attitude towards ability to achieve goals.
- Superior interpersonal skills, presentation and public speaking skills but must also have good listening and negotiation skills.

- Ability to manage process, deadlines and budget while adhering to the policies and procedures of the organization.

This position will be a flexible part time or full time position.

All applicants must be able to provide a clear criminal record check including vulnerable sector and a child welfare check.

Interested applicants should submit their resume to:

Laurie Szymanski

Chief Executive Officer

[laurie@littlewarriors.ca](mailto:laurie@littlewarriors.ca)

We thank all applicants in advance for their interest however only those under consideration will be contacted.

For more information on Little Warriors, visit our website at [www.littlewarriors.ca](http://www.littlewarriors.ca)