

**Position:** Philanthropy Coordinator  
**Location:** Remote with Hybrid Option (Ottawa)  
**Term:** Full Time  
**Salary Range:** \$65,000 – 78,000

### Summary

CODE is seeking an organized, relationship-focused fundraising professional to join our Development team as Philanthropy Coordinator. Reporting to the Chief Development Officer, this role plays an important part in helping grow the philanthropic support that powers CODE's literacy initiatives across Africa.

This is an exciting opportunity for someone who enjoys building meaningful donor relationships, coordinating multiple projects and deadlines, and helping move fundraising opportunities from idea to execution. The successful candidate will support donor stewardship, proposal development, reporting, prospect research, and fundraising operations while contributing to the growth of a dynamic philanthropy program with global impact.

### What we offer

- Competitive salary
- Comprehensive extended health benefits package
- 5% matching registered pension plan
- 16 wellness days per year
- 200\$ a year wellness reimbursement program
- Flexible and supportive work culture

### Experience

This position requires a minimum of three years of relevant experience in fundraising, donor relations, philanthropy, or a related field. Relevant experience would include:

- Experience cultivating, soliciting, and stewarding philanthropic gifts from a variety of donor audiences, including major donors, private foundations, and corporations.
- Experience using donor databases and CRM systems. Experience with Blackbaud Raiser's Edge is considered a strong asset.
- Exceptional organizational and project coordination skills with the ability to manage multiple priorities and deadlines.
- Strong written communication skills with experience preparing proposals, reports, and donor correspondence.
- Excellent attention to detail and commitment to accuracy.

- Strong interpersonal skills, professionalism, and sound judgment when working with donors and stakeholders.
- Demonstrated initiative, accountability, and ability to work independently. International development experience is considered an asset.

## WHAT YOU OFFER

You bring a passion for relationship building and donor engagement, along with the ability to coordinate multiple projects and stakeholders in a fast-paced environment. You are comfortable working independently while collaborating closely with colleagues across Programs, Finance, Communications, and Executive teams.

Required qualifications include:

- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to prioritize and manage competing deadlines.
- Strong attention to detail and commitment to quality.
- Experience preparing donor-facing materials, reports, and presentations.
- Ability to build and maintain positive relationships with donors and partners.
- Bilingualism (French and English) is considered an asset.
- Self-motivated, adaptable, and solutions-oriented.
- Comfortable working in a remote or hybrid work environment.

## CODE's Culture and Expectations

- Commitment to CODE's values, vision and direction.
- Contribution to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Modeling of healthy leadership characteristics including work-life balance.
- Commitment to being accountable, detailed-oriented, strategic, and technology-curious
- Ability to work productively in a hybrid or remote environment

We are committed to diversity, equity and inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ individuals. We encourage, though we do not require, applicants of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

*We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.*

**Deadline for applications:** Interested candidates are invited to forward their resume and cover letter to <https://codengo.bamboohr.com/careers/31>.

*Applications will be reviewed, and interviews will be conducted on a rolling basis.*