

Save A Family Plan (Canada)

Donor Relations Coordinator, Family Development Program



Save A Family Plan (SAFP) provides successful sustainable solutions that empower families and communities in India experiencing extreme and chronic poverty. An international registered charity based out of St Peter's Seminary in London, Ontario, SAFP continues its' commitment to seeking social justice of marginalized communities regardless of caste, creed, gender, or political affiliations. SAFP's team in India implements two solution-focused programs, the Family Development Program, and the Community Development Program, both of which are based on participatory needs assessments and community research to address issues related to Housing, Water, Sanitation, Health, Income Generation, Empowerment of Women and Disaster Management. Today, SAFP successfully partners with more than 8,000 families every year providing attainable strategies that make overcoming poverty possible.

SAFP is currently seeking to fill the full-time permanent position of **Donor Relations Coordinator, Family Development Program**.

The ideal candidate will be an organized and detail-oriented individual with exceptional interpersonal and communications skills. Experience working in a not-for-profit and a post-secondary education is preferred, but we are willing to train the right candidate.

Strong administrative and time-management skills are required. Some experience using custom computer systems is preferred. Must be able to work independently as well as a part of a small but dynamic team.

A. Summary of duties and responsibilities of the Donor Relations, Family Development Program (FDP):

Act as an Intermediary Between Donors and SAFP-India Staff

- i. Liaise with the SAFP-India office concerning donors' queries and partner family updates
- ii. Liaise with the SAFP-India team and donors concerning large special gifts (housing, latrines etc.)

Donor Communications

- iii. Follow up with donors who have pledged support but who are behind in payment through monthly reminder letters, e-mails and phone calls

Maintenance of Program Processes & Documentation within SAFP's Database

- iv. Cancellation of sponsorships for donors who have not contributed within three months' time
- v. Monthly fund transfers to SAFP India within the database system
- vi. Regular database maintenance
- vii. Approval of new family applications and progress reports
- viii. Preparation of partner family cancellations
- ix. Substitution of completed families with new families starting the program

Volunteer Management

- x. Training and monitoring volunteers working on progress reports as required

B. Other:

- i. Other duties within the SAFPC office as per the request and direction of the Executive Director

Remuneration

The Donor Relations, Family Development Program position is a 37.5 hour per week full-time position starting at \$40,950, with a benefits package and an employer pension plan after 6 months of employment.

How to Apply:

To express an interest in this exciting opportunity, please send your CV and covering letter outlining your skills and experience to mthorburn@safp.org by **May 1st, 2024 at 4pm**. No phone calls please.

Please reference **Donor Relations, Family Development Program** in the subject line.

Only candidates selected for an interview will be contacted.