



Stella's Circle
Creating Community Together

Fund Development and Communications Coordinator Administration Office

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Fund Development and Communications Coordinator supports all fundraising, events, and external communications for Stella's Circle and Stella's Circle Foundation. Reporting to the Manager of Fund Development and Communications, this role contributes to the planning and execution of fundraising campaigns and events, assists with grant proposals and donor materials, and leads the creation and management of digital content across platforms. The Coordinator plays a key role in engaging stakeholders, elevating the organization's public profile, and ensuring brand consistency. This position helps advance the mission and long-term sustainability of Stella's Circle's transformative programs.

What You'll Do

- Support the planning and execution of two annual fundraising events and related campaigns.
- Assist in planning and execution of other development-related events, such as AGMs, media announcements, and recognition events.
- Write, review, support and/or submit grant proposals and reports, in consultation with the Manager of Fund Development and Communications.
- Prepare donor stewardship materials such as thank-you letters, impact updates, and e-newsletters.



Stella's Circle

Creating Community Together

- Assist in the preparation of annual reports and other Foundation materials and applications.
- Provide research support for donor prospects, grant opportunities, and sponsorship leads.
- Create and update content across digital platforms and manage engagement.
- Ensure all public facing materials follow organizational brand standards and voice.
- Oversee related summer student and/or work term student placements.
- Evaluate campaign performance and communications metrics to inform future strategies.

What You'll Bring

- Post-secondary education in business, communications, public relations, marketing, or a related field.
- 1-3 years' experience in a nonprofit, communications, or fundraising environment.
- Demonstrated experience in event planning, grant writing, and using social media for audience engagement.
- Exceptional written communication skills.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Familiarity with digital marketing tools, specifically Meta, Constant Contact, Canva, and WordPress.
- Passion for community impact and the mission of Stella's Circle.
- Criminal Record Check with Vulnerable Sector Check.
- An active driver licence and occasional access to a vehicle.
- Membership in the Association of Fundraising Professionals (AFP) and/or International Associations of Business Communicators (IABC) an asset.
- Equivalent combination of education, training, and experience will be considered.



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The Details

This position is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm. Some flexibility in work hours will be required for evenings and weekends for events and social media monitoring. The salary for this position is \$51,205-\$55,257 annually. We offer 15 statutory holidays per year along with summer hours, which includes an additional half an hour off each day as operational needs permit. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave, and three weeks vacation.

How to Apply

We encourage interested applicants to apply by September 5, 2025, for best consideration. The position will remain posted until it's filled. Please send cover letter and resume to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.