



**Job Posting (contract):
Fund Developer and Partnerships**

Sandgate Women's Shelter of York Region Inc. is a feminist organization, dedicated to empowering all persons who identify as women and their children through safe shelter, resources, information and advocacy in order to eliminate violence in their lives. Established in 1992, Sandgate Women's Shelter of York Region strives to meet the needs of all women and their children in an inclusive and respectful manner. Sandgate Women's Shelter works within a harm reduction, feminist and intersectional framework, following the mission, vision and guiding principles of the organization.

Job Title: Fund Developer and Partnerships

Number of positions: 1

Terms: One year, fulltime (40 hours per week) contract position. Hybrid work. Must be available to conduct some work onsite at Sandgate Women's Shelter administration office in Jackson's Point, and in the surrounding communities in York Region. Occasional evening and weekend availability may be required.

Compensation: \$75,000.00 to \$83,200.00 annually

Major Responsibilities

Reporting to the Executive Director, the Fund Developer and Partnerships role is responsible for leading the organization's fundraising initiatives, including: planning, leading, monitoring and reporting on the successes of a capital campaign that will ensure start-up and sustainability resources for a transitional housing project at Sandgate Women's Shelter; building and managing a portfolio of donors and prospective donors; facilitating an annual giving and/or major gifts campaign; creating corporate partnerships; fostering relationships with community and corporate partners; monitoring for and identifying gift and grant opportunities. This role involves researching resource opportunities, cultivating donor relationships, and collaborating with internal teams as well as community partners to ensure successful fundraising campaigns. The Fund Developer and Partnerships role will contribute to community engagement efforts through public speaking presentations about Sandgate. The Fund Developer and Partnerships role, in addition, leads and maintains all records of required, scheduled, accomplished, outstanding and potential resource tasks, maintaining accurate records of donor and fundraising activities.

Fund Developer and Partnerships, Roles and Responsibilities:

Leadership in Sandgate fundraising initiatives

- Develop and implement a comprehensive fundraising strategy, informed by Sandgate Women's Shelter's 2026 Needs Assessment Report: A Consultation and Literature Review to inform a Sandgate Organizational Marketing Strategy, and aligned with organizational goals
- Develop and implement a new capital campaign: Plan, lead, monitor and report on a capital campaign that will ensure start-up and sustainability resources for a transitional housing project at Sandgate Women's Shelter
- Establish clear revenue targets and monitor progress towards these targets
- Identify opportunities for growth, including: giving campaigns, monthly giving, major gifts, corporate development, events (example: third-party or organization-led) and donor engagement
- Leverage opportunities for growth through fundraising campaigns, communications and other targeted resource-building initiatives
- Track and report on results

Community engagement and relationship-building

- Build a portfolio of donors, prospective donors and Sandgate allies
- Connect with donors, prospective donors and Sandgate allies, maintaining communications and fostering relationships
- Research potential corporate partnerships; where possible, initiate and build corporate partnerships based on mutual trust and community priorities
- Lead ongoing communications with community and corporate partners
- Foster relationships with community and corporate partners
- Where relevant, use current platforms (i.e. Canva, Constant Contact) to create and share community engagement and relationship-building content that increases donations and other resources
- Where possible, develop social media messaging and content that promotes community engagement, and aims to increase donations and other resources
- Monitor for and identify gift and grant opportunities
- Collaborate with community partners to ensure successful fundraising campaigns
- Contribute to community engagement efforts through public speaking presentations about Sandgate program and services, Sandgate's impact in the community, and Sandgate's needs
- Maintain community awareness of Sandgate Women's Shelter programs throughout York Region
- Acts as a Brand Ambassador for Sandgate Women's Shelter

Sandgate team engagement and collaboration

- Collaborate with Sandgate team members to ensure successful fundraising campaigns
- Keep team and supervisor fully informed of work achievements, work to be completed, questions and work-related needs
- Active positive participation in team meetings
- Participate in internal/external committees relevant to community engagement
- Attends training sessions as required
- Work in a team environment: provide support and information to team members and assist other staff when required
- Foster and maintains an anti-oppression working environment
- Additional duties, as assigned

Data, reporting & accountability

- Lead and maintain all fund and campaign development-related records:
 - Tracks progress against revenue targets and fundraising goals
 - Tracks progress of donor engagement and communication activity
 - Develops reporting structures for sharing information to Sandgate Executive Director, board and other relevant stakeholders
- Improve organization and use of donor and funding data
- Provide updates to Sandgate team members and Board, as needed

Fund Developer and Partnerships objectives, over one year:

- A clear and active fundraising strategy, including defined revenue targets and campaign / fundraising activity timelines
- Increased consistency in donor engagement and stewardship
- Stronger relationships with corporate and community partners
- Increased revenue and diversified funding streams

Fund Developer and Partnerships, Qualifications and Skills

Qualifications

- Foundational technology skills (i.e. computer and internet literacy; knowledge of platforms such as Canva and Constant Contact an asset), and ability to utilize these skills to streamline, make efficient and maintain records for the role
- Diploma in Fundraising, Nonprofit Management, Communications, Public Relations, Business or related field and / or 2-3 years experience in fundraising, development, or donor relations
- A track record of creating and/or growing fundraising initiatives, i.e. campaigns, donor base, third-party fundraiser partnerships, corporate partnerships
- Confident in relationship-building and external engagement
- Organized, proactive, and comfortable managing multiple funding streams
- Motivated by community-driven work and community impact
- Strong organizational and time management skills with the ability to self-motivate and handle projects
- Experience coordinating projects from beginning to end
- Tact, diplomacy, and maturity in dealing with partners, including donors, volunteers, colleagues, and the general public, with exceptional interpersonal and relationship building skills
- Driver's License, reliable vehicle for use while at work, and up to date insurance required
- Ability to work with and support team members and clients from diverse intersections of identity (e.g., race, faith, sexual orientation, and gender identities)
- A commitment to feminist, anti-colonial, anti-racist, and anti-oppression approaches to service delivery
- Commitment to maintaining confidentiality at all times within organizational policies and procedures

Other skills

- Understanding of gender-based violence, particularly intimate partner violence
- Keep up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children
- Maintain a positive approach and a professional manner at all times
- Demonstrated ability to work independently and as a part of a team
- Excellent verbal and written communication skills
- Problem-solving skills
- Well-developed conflict resolution and communication skills
- Ability to liaise effectively with community members and the general public

Application deadline: October 19, 2026 at 5pm

Please submit a cover letter and resume to:
Lisa Peters, Administrative Assistant
Sandgate Women's Shelter of York Region Inc.
Email: LisaP@sandgate.ca

Accommodation is available on request for candidates taking part in the selection process.
Only applicants selected for an interview will be contacted.