



## **Join Our Team and Make a Difference!**

### **Home Again is hiring a Fund Development & Marketing Coordinator**

#### **About Home Again Furniture Bank**

Home Again Furniture Bank is a non-profit organization that provides gently used furniture to individuals and families in need, free of charge. By partnering with community agencies and mobilizing volunteers and donors, we help transform empty spaces into homes.

Our work directly supports people transitioning out of homelessness, escaping domestic violence, newcomers to the region and others facing housing insecurity. With more than 37 agency partners, hundreds of volunteers and a thriving furniture thrift store, we are driven by a shared belief that everyone deserves the dignity of a furnished home. We are a growing organization with a strong community reputation and a small, collaborative team. We value clarity, kindness, accountability, and impact.

#### **Position Summary**

The Fund Development & Marketing Coordinator is a full-time position that plays a key role in supporting Home Again's fundraising and communications efforts. This is a hands-on execution and coordination role, focused on implementing fundraising campaigns, donor communications, and marketing activities that advance organizational goals. This position works under the direction of the Fund Development Director, with strategic oversight from the Executive Director.

**Reports to:** Fund Development Director

**Location:** St. John's, NL

#### **Key Responsibilities**

##### **Fund Development Support**

- Support the planning and execution of fundraising campaigns, appeals, and events
- Draft donor-facing communications including emails, letters, and impact updates
- Coordinate campaign timelines, materials, and follow-up activities
- Support donor stewardship activities (thank-yous, recognition, updates)
- Maintain donor and campaign records in our CRM system
- Track fundraising activities and prepare basic performance summaries

##### **Marketing & Communications Support**

- Create and schedule social media content aligned with fundraising priorities
- Update website content related to campaigns, events, and impact
- Design basic promotional materials using Canva or similar tools
- Support media outreach and community promotions as directed
- Ensure brand consistency across all communications



### **Coordination & Administrative Support**

- Maintain a fundraising and communications content calendar
- Gather stories, photos, and impact data from staff and volunteers
- Support sponsor recognition and partnership communications
- Assist with organizational campaigns and special projects

### **Qualifications & Skills**

- 2–4 years experience in fundraising, marketing, or communications (non-profit preferred)
- Strong written communication skills
- Experience with social media platforms and basic design tools
- Highly organized with high attention to detail
- Strong organizational and time-management skills with the ability to balance multiple priorities.
- Comfortable working in a small, collaborative team
- Flexible, coachable, and solutions-oriented
- Passion for social impact and alignment with the mission and values of Home Again

Normal business hours are Monday to Friday; however, this position requires flexibility, the ability to prioritize workload and ability to work in a fast-paced environment where demands and deadlines may change with short notice. Evening and weekend work will be required from time to time in order to meet deadlines and to support many development and communications functions/activities.

### **Why Work with Us**

- We offer a meaningful opportunity to help transform lives and strengthen community.
- We foster a values driven work environment where wellness, respect, and inclusion are at the core
- Salary range of \$48,000-\$52,000 based on experience and qualifications
- Participation in our RRSP contribution program and wellness plan
- Flexible scheduling and an understanding approach to work-life balance.
- Opportunities for professional growth and sector leadership.

### **To Apply**

Please send a cover letter and resume to [opportunities@homeagainfb.com](mailto:opportunities@homeagainfb.com) with the subject line Fund Development & Marketing Coordinator. We thank all applicants for their interest, however only those selected for an interview will be contacted.