



Marketing and Fund Development Coordinator

CoHabit aims to provide integrated, accessible and affordable housing that includes individualized support for people with disabilities to ensure they can participate meaningfully in their community. CoHabit is removing the barriers to independent living and replacing isolation with community.

The Marketing and Fund Development Coordinator is an integral role within the small charitable organization and is responsible for creating and implementing annual Fund Development and Communications plans to help ensure the organization meets its annual strategic and operational goals.

Reporting to the Executive Director, the Coordinator is responsible for the day-to-day execution of the Marketing and Fund Development strategy and administration.

Skills & Qualifications:

- Minimum of three years of experience in fund development, consistently achieving established objectives.
- Experience managing a donor database.
- Excellent communication and relationship-building skills.
- Excellent writing skills.
- Understanding of marketing principles.
- Experience and competency using social media and e-newsletter tools.
- Post-secondary training in a relevant field.
- Interest and understanding of disability, human rights and social justice.
- Valid driver's license and access to a vehicle preferred.

Responsibilities:

Fund Development

- Work with the team to develop annual fund development goals and plans.
- Responsible for day to day work related to annual giving, grant writing and fundraising event management.
- Supports the Director of Development with major gifts and capital campaign.
- Manages the fundraising database and donor receipting.
- Supports the Director of Development in stewardship and prospecting.
- Prepares fundraising reports for the Executive Director and the Board of Directors.

Marketing and Communications

- Work with the team to develop annual marketing and communications plans.



- Manage the day to day social media presence and coordinate campaigns using all marketing platforms.
- Prepare and send monthly updates to various target audiences.
- Coordinate graphic design projects with external contractors.
- Maintain and update the website.
- Coordinate photo and video shoots.
- Prepare news releases and general marketing materials.

Additional information

This is full-time position. Hours are Monday through Friday, 9am-5pm with some weekends and evening events required.

The Coordinator works in the CoHabit office, located in the Smart Park at the University of Manitoba.

Please send resume and cover letter to info@cohabit.ca by March 14, 2026.