



FUNDING COORDINATOR

EXTERNAL & INTERNAL POSTING

CLOSING DATE- 9 NOVEMBER 2025

The Town of Oromocto is looking for a passionate, driven and results oriented person to fill the role of Funding Coordinator within our Corporate Services Department. Reporting to the Director of Corporate Services and working with other Directors and the Mayor and Council, the Funding Coordinator's role is to support the Town in obtaining financial support to achieve its developmental goals. The Funding Coordinator will coordinate, identify, explore, apply for, monitor and report on grant and funding opportunities for a variety of asset types and Town projects. Their focus will be on supporting project delivery through leveraging grants, financing, or other investment opportunities such as partnerships with external parties. They will liaise with capital and operating service lines who may have projects suitable for a grant or investment opportunity and support them through the process, from application to successful delivery.

This position functions with a significant level of independent decision-making authority. This position requires the incumbent to operate with a high degree of independence on applications or work tasks which may be complex and sensitive in nature.

WHY OROMOCTO

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-serviced urban centre yet prides itself on having small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

WHAT WE OFFER

- 1.25 days/month of vacation
- 1.50 days/month of sick credits
- Defined Benefit Pension Plan
- Comprehensive benefits package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP) and services

QUALIFICATIONS / SKILLS:

- Undergraduate degree with a focus in business, marketing, or equivalent combination of education, training, and experience.
- Minimum of five years' progressive experience in Fundraising, Community Relations or Marketing.
- Experience with applicable laws (e.g. Donor, Fundraising, Grant Submissions)

- Demonstrated leadership and relationship building skills with the ability to liaise with multiple teams/partners.
- Excellent knowledge of proposal writing, submission, and fundraising process.
- Strong written and oral communication skills, effective interpersonal and leadership skills, and proven ability to exercise sound judgment, tact and discretion.
- Enthusiastic, self-directed and motivated individual with the ability to build relationships, effectively resolve conflicts and work collaboratively with employees.
- Excellent analytical, organization, problem solving and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.
- High professional and ethical standards for handling confidential information.
- Excellent organizational, time-management and multi-tasking skills.
- Experience with automated software applications and other systems.
- Proficient in use of Microsoft Office products (Excel, Outlook, PowerPoint, Teams, Word)

CORE EXPECTATIONS OF ROLE:

- Develop funding applications / write funding proposals
- Manage funding application process such as proposal development, coordinating with subject matter experts, respond to application inquiries, and reporting
- Support Town departments/divisions with their capital budget preparation, needs assessment, monitoring and accountability
- Participate in the five-year capital plan discussion sessions
- Develop/maintain relationships with donors and stakeholders
- Participate in the fundraising committee that researches and coordinates the development and implementation of fundraising activities
- Develop and present presentations that could be used to educate and inform donors and external stakeholders
- Identify and monitor grant opportunities by the Federal and/or Provincial governments or other funding sources.
- Manage project budget
- Track and report project progress
- Maintain donor records to ensure they're accurate and up to date.
- Utilize online fundraising platforms such as GoFundMe, DonorBox, OneCause, Bonfire, Fundly, etc. to raise donations
- Ensure solid communication with other departments within the organization to ensure that funding goals are met
- Ensure all legal reporting requirements are met
- Design and implement direct mail packages as needed
- Perform other related duties as assigned.

SALARY/HOURS:

This is a permanent full-time position, Monday – Friday with occasional hours required outside the standard work week. Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees, Pay Band 3 (\$56,710 - \$70,888).

Please submit a covering letter and resume demonstrating how you have acquired the qualifications for this position no later than **8:00 am on Monday, November 10th, 2025** to: HR@oromocto.ca with subject line: **Funding Coordinator- “Your Name”**.

This competition may be used to fill future vacancies at the same level within the same work location.

Town Hall

4 Doyle Drive Oromocto, NB E2V 2V3

For further information, please contact Heidi Lawless-Anderson by e-mail at hlawless-anderson@oromocto.ca