

COORDINATOR, COMMUNICATIONS AND DEVELOPMENT
One Year Contract, Full-time position (37.5 hours per week)
\$55-60,000 per year - commensurate with experience
Vancouver - Downtown Eastside

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

Binnings' Project Overview

Binnings' Project, a project on MakeWay's shared platform, is a fast-growing, innovative project. Through our programs, which run out of the Downtown Eastside in Vancouver, we provide income opportunities and build community, capacity, and inclusion for binnings while also contributing to the sustainability and waste-reduction efforts in our city. Binnings' Project is a charitable initiative with social enterprise programs that provide low-barrier employment and capacity building to over 150 marginalized individuals.

Binnings Project runs mission-based programs, including social enterprise programs, that aim to destigmatize and legitimize the work of binnings at the community and policy level.

Position Overview

Reporting to the Director, the Communications and Development Coordinator will lead and implement communications strategies, donor relations, and fundraising initiatives to support the Binnings' Project. This role focuses on strengthening the organization's public presence, building community partnerships, and securing funding through effective storytelling, grant writing, campaigns, and stakeholder engagement.

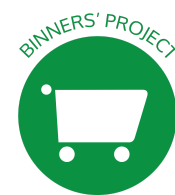
Specific Duties/Responsibilities

Communications

- With guidance from the Director, develop and execute a communications plan to enhance the visibility of the Binnings' Project's programs and impact.
- Manage social media platforms, website content, newsletters, and other external communication channels.
- Create compelling content, including stories, reports, and videos, that highlight the work of binnings and the organization.
- Coordinate media relations, including drafting press releases, fielding media inquiries, and building relationships with journalists.

Development and Fundraising

- With guidance from the Director and working alongside the Manager of Community Programs, support the planning and execution of fundraising campaigns, including the Annual Fundraiser, Alley Oop Street Party and donor appeals.
- Cultivate and maintain relationships with donors, sponsors, and grantmakers.



- Research and draft grant applications and funding proposals in collaboration with the Director.
- Track donor data and engagement activities using CRM tools.
- Facilitate donor stewardship initiatives to strengthen engagement.

Community Engagement

- Support program visibility by coordinating promotional materials and partnerships for initiatives like the Coffee Cup Revolution and Universal Cart Initiative.
- Participate in the development of training to empower binners to participate in public representation opportunities.

General Operational Support

- Support the daily general operations of Binners' Project's programs including:
 - Tuesday Binners' Meeting preparation and coordination
 - Binner engagement
 - Other operational supports as needed

Qualifications

- Bachelor's degree in communications, public relations, nonprofit management, or a related field (or equivalent experience).
- Proven experience in communications, fundraising, and/or development in a nonprofit or similar setting.
- Strong writing, editing, and storytelling skills with attention to detail.
- Experience managing social media and digital marketing or fundraising campaigns is an asset
- Knowledge of donor databases or CRM tools (e.g., Salesforce, DonorPerfect).
- Experience with graphic design is an asset
- Ability to work collaboratively in a dynamic and fast-paced environment.
- Commitment to social justice and supporting underrepresented communities.

This position is a full-time, 37.5 hours per week role, with an annual salary between \$55,000 and \$60,000, based on experience. This position is based primarily in-office in Vancouver's Downtown Eastside at 312 Main Street. Offering a flexible work schedule, three weeks paid vacation along with a monthly flex day, and extended health benefits, Binners' Project looks to provide staff with a healthy work-life balance while supporting the binner community.

If you're not certain that your credentials are a 100% fit with this position, we encourage you to apply so we can talk about how Binners' Project is making a difference and how you might fit into our future. Binners' Project values the diversity of the people it works with and serves. We foster a work environment in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

How to Apply

Please apply as soon as possible by sending a cover letter and your resume to info@binnersproject.org. Please indicate you are applying for the **Communications and Development Coordinator** position in the subject line.

Interviews will begin January 27, 2025. We will accept applications until this position is filled.

For more information about Binners' Project and MakeWay, please visit:

biddersproject.org

<http://makeway.org/approach/shared-platform/>



As **Bidders' Project** is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.

MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer.

MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please.

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