

**About Windmill Microlending**

Windmill supports immigrants, including refugees, who arrive in Canada with professional skills but who lack Canadian accreditation. Lacking the financial resources to pay for their training and licensing, they often fall into low paying “survival” jobs to make ends meet. Without income, collateral or credit history, it is difficult, if not impossible, for them to access financing and reach their professional goals. Windmill addresses this problem by providing micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field. Since 2005, Windmill has provided \$24 million in loans to 3,800 immigrants across Canada from a wide range of occupations. The impact of a Windmill loan is profound:

- **The income of skilled immigrants is tripled.** With the help of a \$7,000 loan, the average loan doubles or triples the recipient's income.
- **The contributions of skilled immigrants to the Canadian economy multiplies exponentially.** Every \$1 invested in Windmill returns \$15 for the Canadian economy in the first year after a borrower completes their learning plan. Loan recipients increase their tax contribution by four times.
- **Canadians, as a whole, benefit** when immigrants are able to put their skills to work in Canadian communities, particularly where there are skill shortages. 75% of loan recipients have found work in their field, most commonly as medical professionals, engineers or in the financial industry.

Windmill is the only national organization providing micro loans to skilled immigrants.

In the past decade, Windmill has grown from a grassroots organization in Calgary approving seven loans in its first year, to a national organization approving 665 loans in the past year. With over 180,000 skilled professionals entering the country each year, and awareness of the program still low, Windmill’s Board and CEO are positioning Windmill to increase its impact exponentially.

**Position Description**

Windmill Microlending is seeking a capable and committed individual to serve as a Development Coordinator on our growing Fund Development team. The successful candidate in this role will be responsible for the operation and maintenance of our Raiser’s Edge database, including reporting, gift processing, prospect pipeline management and data entry as well as supporting the Fund Development Team with event coordination. This full-time position is based out of our Calgary office and reports to the National Director, Development, working closely with the development team. The Development Coordinator will play an important role in supporting significant growth and organizational change at Windmill, where the environment is fast-paced and entrepreneurial.

The Development Coordinator role will have the following responsibilities:

**Gift Processing**

Accepting, processing and receipting gifts, reconciling revenue reports and liaising with the finance team to ensure alignment and coordination.

**Data Entry and Maintenance**

Creating and updating records on donors, prospects, gifts and more. Ensuring the integrity of Windmill’s fundraising data.

**Data Analysis and Reporting**

Generating reports on the health of our prospect pipeline, asks in progress and asks made, reporting on the performance of various appeals and campaigns, donor retention and other reports as needed. From time to time supporting the loan team with analysis and reporting from other systems at Windmill (Turnkey, Sisense)

**Pipeline Management**

Ensuring that Raiser's Edge configures prospect data to prompt fundraising activity and track outcomes and next steps in a timely fashion.

**List Generation**

Pulling mailing and invite lists from Raiser's Edge to support mail and email campaigns, event invitations and other lists as needed.

**Event Planning & Coordination**

Coordinating event briefs, venues, caterers, programs, speakers, vendors, invitations, RSVPs, audio visual needs and all other details related to fund development events hosted by Windmill.

**Other duties as assigned**

All Windmill team members are collaborative and flexible. Participating in special projects and assisting across departments for the realization of pan- organizational objectives will be a key responsibility for the position.

**Key Competencies and Characteristics:**

- Technical aptitude, confidence and skill with computers and software
- Highly organized with above-average attention to detail
- Comfortable with financial practices and fluent in financial reporting
- Project coordination skills, including planning, triage and the ability to multitask
- Goal oriented self-starter, driven and motivated to meet and exceed targets
- Flexible and team oriented, taking pride in setting others up for success and meeting new challenges and change with positivity.

**Qualifications and Knowledge:**

- Bachelor's Degree or Equivalent Education/Experience
- Experience with Raiser's Edge
- Minimum 3 years' experience in a non-profit environment
- Intermediate to advanced MS Office skills (Word, Excel, PowerPoint, SharePoint and Outlook)

**Working Conditions:**

- Shared open office space
- Full-time
- Flexibility to work outside of regular business hours due to committee and other meetings, events, emergencies

**Salary:**

- Commensurate with experience. Windmill offers an attractive compensation package.

If you meet the criteria above and are interested in applying for the position, please send your resume to [hr@teamwindmill.org](mailto:hr@teamwindmill.org) (reference: Development Coordinator). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.

Information on Windmill Microlending can be found at <http://www.windmillmicrolending.org>