



# Eden Mills Writers' Festival

## Development Coordinator

**Position:** Development Coordinator

**Organization:** Eden Mills Writers' Festival (EMWF)

**Location:** Hybrid [Mostly remote with occasional in-person meetings]

**Wage:** \$24.00/hour

**Hours:** 10 hours/week for 16 weeks (May 19th – September 7th, 2025)

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### About the Role:

Join the Eden Mills Writers' Festival as a Development Coordinator and play a key role in supporting fundraising and donor relations for one of Canada's most beloved literary events! This position is ideal for a detail-oriented, relationship-driven early or mid-career professional passionate about nonprofit development and the arts.

### Key Responsibilities:

- Assist in developing and executing donor outreach campaigns (email, mail, and social media).
- Help maintain donor databases and track contributions.
- Support sponsorship and grant research/applications.
- Conversate and connect with donors, sponsors, and festival supporters.
- Craft compelling donor communications (thank-you letters, impact reports, and newsletters).
- Collaborate with the EMWF team on fundraising initiatives and donor stewardship.
- Assist with donor engagement at the 2025 festival (September 5-7).

### Ideal Candidate:

- Experience or interest in fundraising, donor relations, nonprofit work, or communications.
  - Strong writing skills with an ability to craft persuasive messages.
  - Proficiency in Microsoft Office, Google Workspace, or donor management tools (a plus).
  - Organized, proactive, and passionate about literature and the arts.
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**How to Apply:**

Submit a resume and brief cover letter (or email) explaining your interest to Jasper Smith at [[executivedirector@emwf.ca](mailto:executivedirector@emwf.ca)] by May 12th, 2025.

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**Why Join EMWF?**

- Gain hands-on experience in arts administration and literary event marketing.
- Network with authors, publishers, and cultural leaders.
- Contribute to a community-driven festival with national recognition.

Application Deadline: May 12th, 2025

Anticipated Start Date: May 19th, 2025