



## Now Hiring: Finance Coordinator

<b>Location:</b>	Windsor, ON
<b>Employment Type:</b>	Contract; Full-Time, 22 month contract
<b>Organization:</b>	WindsorEssex Community Foundation (WECF)
<b>Application Deadline:</b>	October 15, 2025 at 4:00 PM
<b>Salary:</b>	\$55,000 per year plus benefits

## About the Role

Are you passionate about using your financial skills to make a meaningful impact in your community? The **WindsorEssex Community Foundation** is seeking a detail-oriented and tech-savvy **Finance Coordinator** to join our team. This is an exciting opportunity to play a vital role in supporting our philanthropic initiatives and operational success through strong financial oversight, thoughtful planning, and excellent communication.

Reporting directly to the Executive Director, the Finance Coordinator will ensure smooth day-to-day financial operations while supporting strategic planning and engagement with donors, grant recipients, and the Board of Directors.

## Why Join Us?

You'll play a key role in shaping the future of philanthropy in Windsor & Essex County, working alongside a dedicated team committed to making a lasting impact.

## Key Responsibilities

- Provide financial support across the organization, including to staff, volunteers, and the Board.
- Manage donations, grants, budgets, and investments with strong attention to accuracy and reporting.
- Maintain and develop financial and contact databases, organizing data for efficient reporting and analysis.
- Steward donor relations through issuing charitable receipts, fund reports, and correspondence.

- Develop and oversee the annual budget, along with monthly and quarterly financial reporting in collaboration with our Accounting Services team.
- Support the Foundation's granting programs, including disbursements, documentation tracking, and communication with recipients.
- Maintain efficient financial systems, including invoice and deposit management, and organize both digital and paper records.
- Utilize platforms such as Xero, Plooto, Dext, and Wagepoint (training available for the right candidate).
- Perform additional administrative and financial duties as assigned.

## Qualifications

### Education & Experience:

- Post-secondary education in finance, accounting, administration, or a related field, or an equivalent combination of education and experience.

### Skills & Competencies:

- Excellent organizational and time-management skills.
- Experience managing and interpreting budgets.
- Strong organizational and planning abilities with a focus on accuracy and attention to detail.
- Strong interpersonal and communication skills (verbal and written). Comfortable interacting with board members, donors, community partners, and the public.
- Self-motivated, resourceful, and comfortable working both independently and as part of a team.
- Skilled in Microsoft Office; experience with Xero, Plooto, Dext, and Wagepoint is an asset. Comfortable learning new software and working in a digital environment.

## How to Apply

Please submit your resume and a cover letter addressed to [info@wecf.ca](mailto:info@wecf.ca), addressed to Lisa Kolody, Executive Director, by no later than 4:00 PM on October 15, 2025. Only those selected for an interview will be contacted. We thank all applicants for their interest.

**The WindsorEssex Community Foundation is an equal opportunity employer.**

We welcome applications from all qualified individuals and strive to reflect the diversity of our community in our hiring practices.