

Fundraising Coordinator

Hours/week: 20

Monday – Thursday 9 am – 3 pm

1 hour unpaid lunch

Rate of Pay: \$17.00

Qualifications:

- ?? A combination of education (diploma in fund raising or marketing) and employment equal to five years and involving organizing and carrying out successful fundraising for a non-profit or related organization
- ?? Demonstrated success in meeting fundraising targets and objectives
- ?? Demonstrated success in donor cultivation and solicitation
- ?? Established network of community contacts
- ?? Ability to write grant applications
- ?? An understanding of the non-profit, voluntary and social services sector
- ?? Ability to work independently and as part of a team
- ?? Strong interpersonal skills, the ability to supervise and motivate volunteers assigned to fundraising activities
- ?? Strong English writing skills
- ?? Project and time management skills
- ?? Effective oral communication
- ?? Sound computer skills, including word processing and database management
- ?? Access to a vehicle

Responsibilities:

- ?? Assess existing fundraising activities for their ongoing viability and growth potential
- ?? Explore potential fundraising opportunities appropriate for FTND which could include special events, a major gifts program, e-donations, direct mail and corporate sponsorship
- ?? Assist in the preparation of a strategic fundraising plan for FTND identifying realistic annual fundraising targets and activities for the organization
- ?? Develop and manage a budget in consultation with the Executive Director and attain the target set for the program annually
- ?? Develop marketing plans, promotion and public relations material for individual events and special projects
- ?? Creation of related marketing and support materials
- ?? Provide ongoing communication around fundraising activities
- ?? Research donor relations software and maintain records.
- ?? Travel as authorized by Executive Director
- ?? Other responsibilities as assigned by Executive Director.
- ?? Maintain up to date event plans, including critical paths, timelines and resource requirements
- ?? Acquire, maintain, expand and recognize corporate business sponsors for events
- ?? Review donor files regularly and ensure all solicitation is conducted in a timely fashion

- ?? Act as a principal contact for fundraising events by maintaining correspondence with sponsors and participants both new and existing and respond to general inquiries
- ?? Support third part fundraising initiatives
- ?? Provide timely donor appreciation and reporting
- ?? Other activities assigned by Executive Director

Supervisor: Executive Director

Updated: January 10, 2010

Committee Involvement: To be determined