



## **Job Position: FUNDRAISER AND EVENT COORDINATOR**

<b>Terms:</b>	<b>20 hours / weekly (<i>must be available evenings and/or weekends as required</i>)</b>
<b>Rate of Pay:</b>	<b>\$19.00 - \$22.00 / hour</b>
<b>Position to start:</b>	<b>A.S.A.P.</b>
<b>Languages:</b>	<b>Bilingual English and French (an asset)</b>
<b>Reports to:</b>	<b>Executive Director</b>

The Fundraising and Events Coordinator is responsible for ensuring that all revenue targets are met in the annual budget including but not limited to corporate and community sponsors, individual donations, major fundraising events, direct mail programs, major gifts, and third party fundraising.

**To create, implement and oversee all fundraising and public education efforts. The successful candidate shall coordinate and promote all necessary components of various fundraising events. We are looking for a passionate and driven individual that will raise awareness and champion the mission of the Agapè Centre with community businesses, organizations and general public.**

### **Responsibilities/Duties**

- Prepare the annual fundraising work plan and budgets in conjunction with the Executive Director and the Marketing and Communications Board committee for the approval by January 31<sup>st</sup> of each year
- Act as a spokesperson\liaison and representative for the organization at community activities and fundraising events in an effort to enhance the organization's community profile
- Follow trends in the community and adapt fundraising strategies as necessary
- Implement and monitor and evaluate all fundraising activities and to ensure that the fundraising goals according to the yearly plan are being achieved
- Develop timelines and meet deadlines set for implementation of special events and fundraising activities.
- Conduct a review of the successes and challenges for each fundraising project
- Take the lead on actively recruiting new corporate sponsors and donors in collaboration with the Management Team
- Create a comprehensive communication strategy with the help of the Marketing and Communications Board Committee targeting potential donors both individually as well as Corporate
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Prepare quarterly newsletter targeted to donors and volunteers and post on website and social media
- In collaboration with the Management Team, build relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Manage Agapè's social media accounts and website, and provide content for public information displays

**JOB POSTING – Fundraiser and Event Coordinator**

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**Qualifications**

- 2-3 years of experience in fundraising
- Strong written and oral communication and interpersonal skills
- Strong organizational skills and attentive to details
- Team player and supportive of employees and volunteers
- Able to work independently and to problem-solve
- Proficient in both official languages
- Flexibility to attend evening and weekend events
- Proficient in the use of Microsoft Programs
- Have a valid driver's license and access to a personal vehicle

Interested candidates are to forward their resume and cover letter to Johanne Couture, **Executive Director** for the Agape Centre electronically at: [jcouture@agapecentre.ca](mailto:jcouture@agapecentre.ca) or by mail at 40 Fifth Street West, Cornwall Ontario, K6J 2T4.

**DEADLINE for applications: Friday October 26, 2018, 2018 at Noon**