

Job Description

Position: Fundraiser and Event Co-Ordinator
Reporting to: Chairperson

Overall Job Responsibilities and Objectives:

The fundraising and event coordinator will be responsible for raising money for the Foundation and meeting donation targets as established by the Board of Directors from time to time together with organizing fundraising events and third party events in support of fundraising initiatives. In doing so, establishing and building strong relationships with donors and the community in support of the Foundation's mission and commitment to capital fundraising initiatives for the Hospital.

In support of this overall objective, duties will include:

1. Working collaboratively with the Board of Directors, in support of developing and organizing fundraising campaigns and events.
2. Research and resource grants opportunities and to write and submit a grant applications to government or other statutory entities.
3. Establish and build upon relationships with major donors, and or companies as sponsors for events.
4. Establish with the Board of Directors the budget for each fundraising initiative and/or event and manage the budget within the targets as established
5. Recruit and organize a volunteer base for assistance in event planning.
6. Develop strategies and incentives to attract new and increased donor base
7. The ability to draft , design, coordinate and produce graphics for written material, posters, website and other social media outlets, newspapers notices and advertisements for fundraising and events.
8. Create and maintain and update the donor database. Write and send letters of things to donors and maintain on going relationships with past donors.
9. Issue charitable tax receipts and maintain the database to do so. Balance all donations received to receipts issued.
10. Monitor budgets, expense reports, and other financial data for fundraising and event planning purposes.
11. Attend community events to promote the awareness and initiatives of the foundation

12. Develop and implement fundraising initiatives, including but not limited to, direct mail campaigns, annual giving campaigns, and web-based fund raising events and in-kind donations.

13. Assist in writing speeches, press releases, and other promotional materials.

14. Recommend to the board of directors new fundraising ideas and events.

Administrative Duties

15. Responding to all general and donor information requests, both over the phone and in person, in a professional and efficient manner.

16. Produce letters of acknowledgement, thanks, and income tax receipts to donors.

17. Maintain the accounts receivable and payable duties by ensuring all financial transactions are recorded in the internal computerized accounting systems and charitable donations are deposited into the bank account and invoices are paid. Work collaboratively with the Treasurer in the financial reporting to the Board of Director's.

18. Oversee and ensure all administrative tasks associated with the efficient and professional operation of the Foundation office are completed in a timely and accurate manner.

Skills

- Excellent communication skills, both verbal and written, preferably in both official languages;
- Strong research skills to develop creative and innovative strategies for direct donation and fundraising initiatives;
- The ability to manage budgets and hit fundraising targets;
- Strong administrative and organizational skills and the ability to work independently;
- Proven capacity to organize workloads, set priorities, work under pressure and meet deadlines;
- Ability to apply strategic thinking and creativity in problem-solving in order to meet the objectives set by the Board of Directors;
- Good attention to detail; and
- Ability to exercise discretion and judgment in handling delicate and confidential information and situations.

Education

A certificate or diploma in fundraising is preferable or the equivalent in career achievements in the fundraising sector.

Experience

- A proven track record of at least three years experience in fundraising and event planning;
- Demonstrated ability to manage administrative and financial tasks; and
- Working knowledge of financial procedures and computer software programs related to financial bookkeeping.