

EXTERNAL POSTING
Fundraising Coordinator – Vision of Hope Resource Centre
Part time position (possibility of extension)

Vision of Hope Resource Centre (VOHRC) is a non-profit community organization which is committed to creating a healthy and empowered community where families, children and youth have access to programs and services that enhance their well-being. VOHRC is situated in diverse communities and provides a wide range of programs, services and activities that allow individual from all backgrounds and walks of life to strive.

Fundraising Coordinator

VOHRC is currently accepting applications for a Fundraising Coordinator to manager our new fundraising Program. Working with board of directors and staff, the successful candidate will have demonstrated competencies in develop and manage a multi-year fundraising and major gifts plan, which includes strategies, goals/benchmarks, and budget focused on retaining and upgrading existing donors and significantly expanding donors at all levels. Reporting to the Executive Director, the candidate will participate in the agency fundraising committee, S/he will liaise with key partners as required and manage the operational issues as well as participate in strategic vision and directions for the organization. The successful candidate will ensure that delivery of fundraising activities is consistent with the mission, values, policies, procedures, standards and priorities of the organization.

Duties and Responsibilities

- Directing, managing and implementing key fundraising activities to encourage new donations
- Developing the strategic direction, annual and long-term goals and the budget for Fundraising Programs
- Recruits, trains and manages volunteers to support fundraising campaign
- Manages and recruits new company involvement, and secures corporate sponsorship to reach organization fundraising goal of \$120,000 per year
- Manage current participating companies and recruit new companies, individuals, to establish fundraising teams
- Leads, develops and implements a comprehensive strategic plan, including a robust development strategy to produce aggressive growth in revenue with the expectation that fundraising goals are met and exceeded on a sustainable basis primarily through a combination of special events, corporate sponsorship and individual giving
- Write and distribute social media releases as it relates to fundraising
- Track and keep records of all fundraising contributions and designated restrictions to the organization
- Process cash receipts and cash disbursements, coordinate various supporting documentation between all parties
- Maintain timely communication with local and affiliate levels

- Meet or exceed the expected level of corporate activity each week and month, , number of face-to-face visits, asks, calls, personal correspondence
- Conducts ongoing networking and outreach in the community
- Willingness to accept other duties and responsibilities as assigned
- Responsibility for managing and implementing up to 4-5 events
- Recruiting and developing major corporate partners
- Work closely with Executive Director to ensure timely delivery on projects
- Develop reports for quarterly Board of Directors meetings
- Negotiate and manage vendor agreements and support as necessary, including budgeting and expense tracking

Minimum Requirements:

- Bachelor's or some college plus experience in Marketing, Business, Communication,
- Must have at least 3 years of experience in outside sales or in a non-profit organization in a similar capacity
- Strong communication skills including oral presentations to large and small groups and ability to write clear and concise reports, correspondence and evaluations
- Development experience, including special fundraising events
- Computing proficiency, including word processing
- Strong interpersonal and leadership skills

VOHRC is an equal opportunity employer

Forward your resume and cover letter quoting Fundraising Coordinator

Email: visionofhoperc@gmail.com

Hiring Committee Vision of Hope Resource Centre Closing Date: noon on January 28th 2022

VOHRC thanks all applicants; however only short-listed candidates will be contacted.

