

Alzheimer Society

DURHAM REGION

Title: Fundraising & Special Events Coordinator

Status: Full time (35 hours per week) - permanent status

Reports to: **Director of Philanthropy**

Supervises: Volunteers, students as applicable

Position Summary:

Under the supervision of the Director of Philanthropy, the Fundraising & Special Events Coordinator is responsible for the coordination of the annual and monthly giving programs, including low-mid level fundraising activities, special events, third-party fundraisers, and peer-to-peer fundraising initiatives to grow revenue to meet our immediate and long-term financial goals.

Responsibilities:

Fundraising (60%)

- Foster relationships and growth of annual and monthly giving programs
- Responsible for managing a designated portfolio of mid-level donors
- Conduct prospect research to identify potential donors by analyzing donor database and using external online research tools
- Cultivate, solicit, and steward relationships with existing and prospective donors
- Prepare compelling and effective foundation grant proposals and corporate funding applications
- Meticulously use the donor database for moves management
- Identify opportunities for growth within existing relationships and potential new partnerships
- Prepare stewardship reports, gift agreements and other materials to support the fundraising program
- Work with Fund Development team on special projects including agency accreditation

Special Events (40%)

- Coordinate activities to support all Alzheimer Society of Durham Region fundraising events
- Responsible for the successful management and execution of the IG Wealth Management Walk for Alzheimer's including in-kind sponsorship, mailings, brochure distribution, participant/donor relations and promotion to increase participation in the event
- Conduct post-event analysis and evaluation
- Develop and promote relationships with individuals, community organizations and businesses to further grow third-party and peer-to-peer fundraising initiatives
- Work with existing and new third-party event hosts to support their efforts
- Represent the organization at donor events to enhance the Society's profile
- Maintain meticulous records for events

- Assist with all physical aspects related to events - including packing and lifting boxes where necessary

Other Duties

- Perform other duties consistent with the job classification, as required.

Qualifications:

Education

- Post-secondary degree or diploma in fundraising or a related field

Experience

- Minimum of 2-3 years progressive experience in a fund development or event coordination role within the not-for-profit sector
- Experience in organizing fundraising or special events
- Strong understanding of donor relationship management
- Strong project management, organizational, time management and coordination skills
- Superior communication skills (verbal, written and interpersonal)
- Ability to work effectively with volunteers at all levels of an organization
- Proficiency with Microsoft Office applications is required
- Experienced at public speaking

Other Knowledge, Skills, Abilities or Certifications

- Shows initiative, flexibility, and resourcefulness
- Demonstrates above average problem-solving abilities
- Works well as part of a team and is also able to set individual priorities
- Meticulous attention to detail
- Ability to work under pressure and manage multiple projects and deadlines
- Flexible with the ability to work evenings or weekends on some occasions
- Valid Ontario 'G' Driver's license and vehicle available to travel throughout Durham Region
- The successful candidate will be required to provide a Vulnerable Persons Check (police check) conducted within the last two months.

Physical Demands

- Able to lift and move boxes and event materials up to 20kgs

Travel

- Must have insured vehicle and be able to travel throughout Durham Region

TO APPLY:

- Please submit your application to **jobs@alzheimerdurham.com** quoting “**Fundraising & Special Events Coordinator**” the subject title no later than **September 29th at 4:00 p.m.**

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

Human Rights Code & AODA:

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Commitment to Equitable Recruitment

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

The Alzheimer Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: August 2022