

# Alzheimer Society

GREY - BRUCE

## Community Development Coordinator

### SUMMARY OF FUNCTION:

The Community Development Coordinator is responsible for the development, maintenance, implementation, and evaluation and nurturing of fund development activities to support on-going services, programs and research for the Society. This position is also responsible for representing the Society at community sponsored Alzheimer Society fund development events as deemed appropriate and to promote awareness of Alzheimer's disease and other dementias and the Society through all of the above activities. This position is also co-ordinates the Society's volunteer program.

The Community Development Coordinator reports to the Executive Director.

### QUALIFICATIONS:

- Proven ability to plan, organize and implement successful fund development initiatives.
- Strong interpersonal and organizational skills
- Strong organizational, time management and customer service skills
- Experience in the promotion and marketing of service organizations.
- Computer literacy
- Fundraising and Volunteer management experience
- CFRE or other fundraising education considered an asset

### HOURS WORKED:

- Staff will work 35 hours per week. Some flexibility will be required to accommodate evening and weekend needs.

### RESPONSIBILITIES:

- Collaborates with the Executive Director, other community development staff, and the Fund Development Committee of the board to develop annual fund development plan
- Plans, organizes implements and evaluates existing fund development activities.
- Researches new revenue generating initiatives, creating a business plan including targets and evaluation plan for each.
- Maintains records and statistics of all special events fundraising activities
- Identifies, cultivates, solicits, and stewards donors and donor prospects
- Reviews and updates database records and files used to track donor information
- Collaborates with the Recreation Lead to develop volunteer programs
- Maintain policies and procedures for volunteer services



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- Maintain and develop volunteer position descriptions and provide regular evaluation of volunteers
- Develop and implement intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization.
- Work to increase active volunteer base to support a variety of needs including, but not limited to, program support, office support and fund development
- Maintain meticulous volunteer records in the database
- Provide orientation and coordinate ongoing training for volunteers in partnership with Alzheimer Society of Grey-Bruce staff
- Keeps knowledge current regarding volunteer recruitment, retention, management and recognition strategies below in professional development
- Track volunteer hours and report to program leads and Executive Director as requested

## **PUBLIC RELATIONS**

- Promotes and markets the Society and its mission to the community through events, social media, media, and presentations. Assists with the development of brochures, newsletter, media releases, electronic newsletters, etc.

## **PROFESSIONAL DEVELOPMENT**

- Demonstrates a basic understanding of Alzheimer's disease, the role and mission of the Alzheimer Society of Grey-Bruce and the programs and services provided
- Keeps knowledge current regarding fund development strategies and volunteer management practices

Please send application to:

Julie Johnston, Executive Director

[johnston@alzheimergreybruce.com](mailto:johnston@alzheimergreybruce.com)

Deadline: May 7, 2021

