

Alzheimer Society

SIMCOE COUNTY

Position: Community Development Coordinator

Position Summary: The Community Development Coordinator is the critical leadership role in the events and fund development functions of the Society including oversight of the volunteer program. This includes responsibility for the development, maintenance, implementation and evaluation of events and fund-development opportunities for the Society. The position is also responsible for representing the Society at community sponsored fund development events, as deemed appropriate. The position works closely with the Education and Support Program staff team and reports to the Chief Executive Officer.

Organizational Overview: The Alzheimer Society of Simcoe County actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, social recreation and funding for research for those affected by Alzheimer's disease and other dementias.

Required Qualifications:

- Proven ability to plan, coordinate, implement and evaluate successful fund development initiatives and events.
- Experience working in the areas of fundraising, event planning, volunteer management and communications.
- Experience in fostering donor relations and has an enthusiasm for fund development and stewardship.
- Strong computer skills with Microsoft Office, Excel, and all applications.
- A demonstrated ability to establish and maintain system partnerships
- Knowledge of current legislation and best practices related to fund development and charitable not-for-profit organizations.
- Ability to effectively communicate both verbally and in writing; strong writing, and editing skills.
- High flexibility with strong interpersonal skills that allows one to work effectively in a diverse environment.
- Ability to maintain a high level of confidentiality, professionalism and political acumen.
- Ability to work independently and with volunteers, staff, and community partners.
- Flexibility to represent the Society at events, some of which occur outside regular work hours (e.g., evenings and weekends).
- Knowledge of Alzheimer's disease and related dementias.
- Access to consistent and reliable transportation and ability to travel throughout Simcoe County.
- Provision of a current criminal reference check and vulnerable sector police screening.

Preferred Qualifications:

- Experience working with Raiser's Edge database.
- Certified Fundraising Executive designation considered an asset.

Specific Job Responsibilities:

- Provides strategic leadership to the events, fund development and volunteer program.
- Co-designs with the CEO, an annual fund development and communication plan for the Society.
- Assists in the development of programs to achieve fund raising targets, including annual giving, direct mail campaigns and the cultivation and retention of current individual, monthly, event related and on-line donors.
- Establishes and maintains relationships with donors, sponsors, foundations, and granting organizations.
- Investigate new funding opportunities and assists the CEO with grant writing and reporting.
- Keeps fund development, communications, and volunteer policies and procedures up to date and assists in creating budgets.
- Maintains complete and accurate records and statistics related to all aspects of fund development, community and volunteer engagement and donor relations, including the reporting of volunteer hours to the CEO.
- Supports donation processing and receipting, in partnership with the Office Administrator.
- Maintains and develops volunteer position descriptions and provide regular evaluation of volunteers, including implementation of 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.
- Works to increase active volunteer base to support a variety of needs including, but not limited to, program support, office support, events and fund development.
- Provides orientation and coordinate ongoing training for volunteers in partnership with Alzheimer Society staff and keeps knowledge current regarding volunteer recruitment, retention, management and recognition strategies below in professional development.

Evaluation & Other Responsibilities:

- Other related duties as requested by the Chief Executive Officer or designate.
- Participates in the performance management process.
- Work with the team and fund development, marketing and communication colleagues through the Alzheimer Society of Ontario.

Hours Worked & Work Location:

This is a full-time permanent role of 35 hours per week. Regular business hours are from Monday to Friday 8:30 a.m. – 4:30 p.m. with an expectation to support evening and weekend hours related to the oversight and coordination of Society events and fund development activities.

Working Conditions:

- Frequent interaction and collaboration with all members staff and volunteers across Simcoe County, and high interaction with donors, sponsors, media, and other community partner organizations by phone and in person.
- Frequent sitting, general office duties, with some travel required using own transportation with valid insurance.
- Occasional lifting/carrying 25 lbs., reaching, bending, walking.
- Office location is primarily from the Barrie office with support for working remotely.