

Event/Fundraising Coordinator

Event/Fundraising Coordinator – 6-month Contract - \$45,000-\$50,000 / year

The Mark Preece Family House (MPFH) seeks a dynamic fundraising professional with 3+ years experience planning and delivering all aspects of special events (including virtual) in a non-profit environment. Our team is excited to learn about your creative event management style and solid skills in communications and promotions.

As MPFH's **Event/Fundraising Coordinator**, you are resourceful, results-oriented, and enjoy working in a fast-paced environment. Reporting to and working closely with the Executive Director (ED) as well as our Finance and Operations Manager and Family Service staff and volunteers, your primary purpose is to develop, promote, implement and deliver successful fundraising events. You are a go-getter who can hit the ground running and take ownership of your work and be accountable for results. This is a six-month contract paying \$45,000-50,000/year (pro-rated) with the possibility of extension and potential growth within our non-profit organization.

Working closely with the entire Team, the Special Events/Fundraising Coordinator will:

- Recruit and develop volunteer committees, providing the necessary guidance to ensure successful event outcomes, including our Golf4Life tournament and 10th Anniversary Gala
- Develop and implement marketing and communications strategies around events, utilizing social media, e-newsletter and other channels to successfully promote registration and sponsorship
- Solicit appropriate sponsorships
- Using technology platforms, set up online registration forms and make regular website updates
- In collaboration with staff and/or volunteers, develop work plans and budgets for each event/activity
- Monitor event budgets and expenses and provide regular reports to the Executive Director
- Ensure planned activities and all communications and stakeholder interactions are aligned with MPFH's Operational Plan

- In consultation with the Finance and Operations Manager, ensure fundraising activities comply with all legislation and guidelines including those governing donor privacy, donor rights, CRA fundraising and charitable receipting regulations
- Develop and implement recognition plans in collaboration with the ED
- Supervise volunteers and potential coop placement students as necessary
- Engage courteously and professionally with all fundraising event stakeholders and donors, serving as a valued ambassador of MPFH values and principles

Qualifications

- Post-secondary education in event planning and management, or equivalent combination of education and direct related experience working in event coordination for a not-for-profit organization
- Minimum three (3+) years progressive fundraising experience with a proven track record in event management
- Experience in obtaining and growing sponsorships
- Ability to work independently as well as a team player
- Ability to develop and manage event budgets
- Excellent interpersonal and communication skills
- Well versed in donor databases and ideally familiar with DonorPerfect
- Familiarity with digital fundraising platforms, graphic design, A/V production and proficient in Canva, Publisher, Constant Contact, Survey Monkey and all MS Office applications and major social media platforms
- Ability to travel, access to vehicle, and valid driver's license

Please note this is an in-office position with some work-from-home days. This is a six-month contract paying \$45,000-50,000/year (pro-rated) with the possibility of extension and potential growth within our non-profit organization.

A successful criminal records check and references are required. If at any stage of the interview process please you require accommodations please let us know. We thank all applicants however, only those

contacted for an interview will be notified. We will interview on a rolling basis so please apply immediately. The job will remain open until a suitable candidate is found. Please go to www.markprecehouse.ca for more information.