

Fund Development Coordinator Job Posting

Posting Date: March 16, 2021

Closing Date: March 31, 2021

Location: Alzheimer Society London and Middlesex, 435 Windemere Rd. London, ON
(regular travel to the Alzheimer Societies of Elgin-St. Thomas and Oxford required)

Status: Full-time (35 hours/week)

Position Summary:

Under the direction of the Fund Development Manager, you will be responsible for the logistics, planning, and execution of Alzheimer Society signature events throughout the region. As part of the development team, you will also contribute to donor relationship activities and growth for the organization. You will work closely with the marketing and communications team to ensure events and other fund development initiatives are promoted effectively.

Our mission at the Alzheimer Society is to alleviate the personal and social consequences of dementia. We provide counselling, education, support groups and social recreation programs for individuals living with the disease, their families and care partners.

Qualifications:

- Completed post-secondary education in Event Planning, Fund Development, Non-Profit Management or equivalent;
- Minimum of 3 years' experience in special events or fund development;
- Demonstrated experience in organizing large-scale in-person events; experience planning virtual events an asset;
- Experience working with and leading large teams of volunteers;
- Ability to prioritize tasks and meet deadlines on time and on budget;
- Ability to work independently as well as collaboratively with staff, volunteers, donors, and external organizations;
- Proficiency with Microsoft Office (Word, Excel, PowerPoint);
- Experience with Raiser's Edge, Luminate Online or similar non-profit CRM database an asset;
- Excellent verbal and written communication skills;
- Flexibility—the person in this position will be required to attend events and committee meetings, some of which occur outside of regular work hours;
- Valid driver's license and access to a reliable vehicle;
- Knowledge of Alzheimer's disease and other dementias an asset.

Immediate Supervisor: Fund Development Manager

Responsibilities:

- In collaboration with the Fund Development Manager, lead the planning and execution of fundraising and awareness events;
- Signature Events may include: Walk for Alzheimer's, Cabin Fever Reliever Gala, Supporter Appreciation, Educational Conferences (in conjunction with Education and other appropriate staff);
- Work closely with Volunteer Coordinator to recruit and train event volunteers;
- Supervise volunteers and related support staff for all event-related duties;
- Provides ongoing support for event committee volunteers including coordination of committee meetings;
- With Fund Development Manager, ensures adequate recognition of event sponsors, volunteers, and donors;
- Oversee auction item solicitation and other in-kind donations (i.e., food, beverage, prizes) for fundraising events;
- Maintains financial reports and budgets for events with input from Fund Development Manager, Donor Database Officer, and Accounting;
- Provide post-event report to ensure strategic goals have been met;
- Participate in annual budget planning for events and fundraising initiatives;
- Support the communications plans for Alzheimer Society events and fundraising initiatives;
- Support Fund Development Manager in ongoing donor and sponsor identification, cultivation, solicitation, and stewardship;
- Contribute to overall strategy and growth of Alzheimer Society fundraising;
- Work with Donor Database Officer to ensure relationship management and financial data is captured in Raisers Edge for sponsors, donors, event attendees, and other supporters;
- Act as primary Society liaison for third-party community event fundraising initiatives.

Evaluation:

- Final reports and event financials
- Annual performance review

****Currently due to Covid-19, this position will be done both from home and the office. This job will require consistent wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.***

If you meet these qualifications, please submit a cover letter and resume in .pdf format to: reception@alzheimersociety.ca (with the job title listed in the subject line).



As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need. All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting.

We thank all applicants in advance, however, only those selected for an interview will be contacted.