



nelson
CARES
society

August 14, 2018

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Job Posting #: 08-2018-Admin

INTERNAL AND EXTERNAL JOB POSTING
NELSON CARES SOCIETY
TERM CONTRACT POSITION: FUND DEVELOPMENT COORDINATOR

Start Date: **October 1, 2018**

The Fund Development Coordinator is part of the Nelson CARES Society administrative team. Reporting to the Nelson CARES Society Executive Director for day-to-day activities and the Nelson CARES Society Board of Directors for strategic direction through its Community Relations Committee, the Fund Development Coordinator will be responsible for organizing events, recruiting volunteers and implementing fund raising activities of Nelson CARES Society.

Duties and Responsibilities:

1. Follow work plan and timelines as laid-out by the Community Relations Committee and the Strategic Plan of Nelson CARES Society.
2. Plan and establish local events such as The Coldest Night of Year.
3. Develop a communications plan for engaging the media and the broader community for support and recruitment for Nelson CARES events.
4. Take care of preparation for all fund development events.
5. Ensure tasks are completed in a timely manner to meet deadlines.
6. Prepare minutes for the Community Relations Committee and from time-to-time report to the Board of Directors.
7. Manage donor recruitment and relationship building.
8. Research and prepare grants that are related to specific capital and program fund development needs.

Expected results:

1. Organize plan and hold successful events that reflect Nelson CARES Society values.
2. Work within the established budget.
3. Engage the community in the work of Nelson CARES Society
4. Communicate the role of Nelson CARESES to the community.

Education, Training and Experience:

Minimum undergraduate degree in a related field plus a minimum of three years related experience or equivalent background and experience in fund raising development, planning and implementation.

Specific Job Qualifications:

1. Satisfactory Criminal Record Check

Job Skills and Knowledge:

1. Ability to coordinate meetings/events where large numbers of diverse people and activities are involved.
2. Ability to relate effectively with the populations Nelson CARES supports.
3. Excellent verbal, written and oral communication skills.
4. Skill in the use of programs such as Excel, Word, Internet, Publisher, Powerpoint.
5. Demonstrated ability to use social media to promote events and share information.
6. Ability to work independently with minimal direction, to take initiative, organize, prioritize and meet deadlines.
7. Ability to create budgets and be accountable for funds.
8. Skilled at recruiting, supporting and supervising volunteers and practicum students.
9. Excellent time management skills.

Remuneration: \$25.00 per hour

Hours of Work: 7 hours/week increasing to approximately 20 hours/week for planning and preparation of the Coldest Night of the Year from December 1, 2018 to February 28th, 2019

Application Deadline: September 4, 2018 at 4 pm

Please e-mail a cover letter and current resume with three references to:

Pamela Loeppky

521 Vernon Street

Nelson CARES Society

Email: pam@nelsoncares.ca *Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*