

## **Event and Fundraising Coordinator Job Description**

The Event and Fundraising coordinator is responsible for the production of events from conception through to completion, seeking out different fundraising opportunities throughout the year that will help the BOAA.

### **Primary Duties and Responsibilities**

#### **Events**

- Ensure adherence to deadlines, service level agreements and commitments.
- Full spectrum event planning. Conduct all the research, budgeting, managing all event logistics, project management and follow up.
- Book venues, prepare printed materials, and manage schedules.
- Confirm you have the best value for the most impact for events you plan.
- Oversee and attend all events as required
- Responsible for creative, unique and high quality events that leave a positive impact.
- Evaluate, follow up and report on event effectiveness.  
Direct involvement with marketing and maintenance of content for Brochures, Website, LinkedIn.
- Hands on assistance, taking ownership of tasks, confident in taking initiative and in problem resolution.

#### **Fundraising**

- Coordinate fundraising activities to support all appropriate BOAA events
- Organize and execute our special events, Maple Fest, Apple Fest, Bluesberry Fest, Ribfest, third party events, including the solicitation of gifts and prizes, sponsorship, mailings, brochure distribution, donor relations and promotion to increase participation in the events
- Develop and promote relationships with individuals, community organizations and businesses to further grow our events and third-party fundraising
- Prepare mail merges and correspondence and perform administrative tasks
- Assist with all physical aspects related to the events - including packing and lifting boxes where necessary
- Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals
- Coordinate all aspects of fundraising events and activities planning to execution

- Work directly with management and development team to manage project workflow and oversee day to day milestones for projects
- Maintain meticulous records for events

## **Qualifications**

### **Education**

- Postsecondary degree/diploma in volunteer or project management, event management, human/social services or related discipline or an equivalent combination of education, training and expertise

### **Experience**

- Minimum of two years progressive experience in fundraising, event or volunteer coordination role
- Experienced in organizing fundraising or special events
- Strong project management, organizational, time management and coordination skills
- Ability to work effectively with volunteers at all levels
- Superior communication skills, verbal, written and interpersonal skills
- Experienced at public speaking Other Knowledge, Skills, Abilities or Certifications
- Shows initiative, flexibility and resourcefulness
- Demonstrates above average problem-solving abilities
- Works well as part of a team and is also able to set individual priorities
- Meticulous attention to detail
- Ability to work under pressure and manage multiple projects and deadlines
- Thorough working knowledge of: Microsoft Word, Excel, Publisher, Outlook and databases (Raiser's Edge)
- Experience in a not-for-profit organization preferred
- Flexible with the ability to work evenings or weekends on some occasions
- Valid Ontario 'G' Driver's license and vehicle available to travel throughout Durham Region

## **Recommended Skills**

- Experience with fundraising and event management
- Excellent project management skills including the ability to manage the execution of and timelines of multiple projects

- Excellent communication, interpersonal, negotiation and problem solving skills
- Strong leadership and decision making skills
- Team Player
- Certification in Food Handling for Ministry Food Inspections or willing to complete upon hire
- WHMIS certified or willing to complete upon hire

The successful candidate must be available to work a varied schedule; days, evenings, weekends and holidays.

Successful candidates must provide (within the last 180 days) criminal reference check with vulnerable sector screening from a Canadian Police Information Centre before commencing employment.

At this time, and per recommendations by Durham Region's Medical Officer of Health, Workplace COVID-19 Vaccination Policy requiring all employees to be fully vaccinated against COVID-19. Valid exemptions according to the Ontario Human Rights Code will be assessed on a case-by-case basis.