



The Children's Aid Foundation Thunder Bay
Caring for children...a community responsibility

FOUNDATION COORDINATOR – THUNDER BAY, ON

Full Time, Temporary (1 year)

Position Overview and Expectations

Reporting to the Board of Directors, the Foundation Coordinator assists with fundraising activities by supporting the administration and operations of The Children's Aid Foundation Thunder Bay (CAFTB). The Foundation Coordinator is a key representative of the CAFTB and is often the first point of contact for donors, supporters, and community partners.

Details

- Contract/fee for service beginning June 1/2021 and renewed annually.
- Work remotely and make your own schedule.
- 364 hours/year (one day per week – 7 hours)
- \$40/hour.

Duties Include

Fundraising:

- Providing excellent donor relations and stewardship by being a strong relationship builder and issuing appropriate correspondence and receipts in a timely manner.
- Maintaining the donor data base with detail and accuracy.
- Building and maintaining strong relationships with donors, event sponsors and volunteers.
- Planning and executing the Foundation's yearly signature event which includes recruitment and coordination of volunteers, assisting with the solicitation of sponsors and other event logistics.
- Assisting with the development of comprehensive and meaningful donor recognition and stewardship program.

Administration:

- Supporting the CAFTB's Board of Directors in administrative duties as assigned.
- Seek out and apply for grants where available.

Marketing, Social Media and Promotion:

- Managing the CAFTB marketing and communications, which may include but not be limited to, maintaining the Foundation's website, creating, and managing social media platforms, E-blasts, newsletters, media releases, videos, presentations, and story writing, coordinating community mail-outs.
- Addressing any public inquiries via phone calls or e-mails.
- Providing occasional evening or weekend work to attend Board meetings, execute events and/or donor engagement activities.
- Performing other duties as required.

Position Requirements

- This position requires post-secondary education in communication, marketing, or public relations (or related training). Advanced social media skills are a necessity. The Foundation Coordinator must be a self-starter with versatility and a talent for collaboration. Excellent interpersonal skills, integrity, confidentiality, and discretion are a must as is a passion for children's well-being.
- Post-secondary education is required; a degree or diploma in communication, marketing, or other relevant area of study is preferred.
- Excellent communication skills, both written and oral.
- Experience in the fundraising sector.
- Event and/or project management experience.
- Proficient with social media and other marketing applications.
- Sound knowledge of Microsoft Office applications.
- Proven experience in building relationships with stakeholders.
- Experience working with volunteers.
- Strong organizational skills.
- Sense of humour, energetic and positive attitude.
- Police Vulnerable Sector Check will be required.
- Valid driver's licence and access to a vehicle is a must.

APPLICATION INFORMATION – Applications Must be Received by: 31 May 2021 at 4:30 p.m.

The preferred method of application is to submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit directly to: Linda Molenda, the Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7, or linda.molenda@thunderbaycas.ca

CAFTB is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however only those considered for an interview will be contacted.