



## JOB POSTING

# Fundraising Organizer

## Contract – Canada Summer Job

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Margaret Bahen Hospice, part of the Better Living family of organizations, has an opening for the position of Fundraiser Organizer. The successful candidate will be responsible for providing assistance to the Director of Development in planning and implementing fundraisers and special events for the organization.

This position reports to: Director of Development

### The successful candidates for this position must possess the following qualifications:

- Completion of post-secondary education in Event Planning and Fundraising or a related field is an asset
- Proficient in the use of computers, including the Microsoft Office suite
- Working knowledge of social media platforms (Facebook, Instagram, etc.)
- Successful completion of *Vulnerable Sector Screening* within one month of employment.

### The successful candidate for this position must be able to:

- Prepare donor/ sponsor packages
- Maintain effective communication with residents, families, volunteers, staff and community
- Participate in the planning and development of special events and public awareness events
- Assist in administrative duties and office support e.g.: direct mail distribution, maintaining files, scanning, printing, and preparing mailing list data registry
- Demonstrate high level of interpersonal skills required to succeed in a collaborative, team-oriented working environment
- Assist with data entry and maintenance of donor database.
- Assist in maintaining social media platforms are updated and are regularly engaged with the community and several other organizations
- Attend community events to promote the organizational goals, objectives, build a relationship with possible donors, and encourage financial support
- Secure the participation and commitments from both individual and corporate sponsors/donors
- Demonstrate excellent time management skills with the ability to multitask

### To be eligible to participate in Canada Summer Jobs, Candidates Must:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act\* and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**LOCATION:** Newmarket

**SALARY:** \$14 / hour

**Note:** This position is funded for 30 hours in total. Hours of work and duration of position will be determined based on the needs of the department

**Please email or fax your cover letter and resume by June 07, 2020 with attention to Human Resources**

**E-mail:** [hr@myhospice.ca](mailto:hr@myhospice.ca)

**Fax:** 416-510-1104

Please quote "Fundraising Organizer - MBH" on the cover letter and e-mail subject line.

Better Living is an equal opportunity and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted. No phone calls, please. Thank you.