



Grief has no timeline

Ridge Meadows Hospice Society

Position description: **Fundraising/Events Coordinator**

Reports to: **Executive Director**

Summary:

The Fundraising/Events Coordinator will take the lead role in organizing all fundraising events. The position includes soliciting donors and sponsors, (both new and existing), marketing, creating and collaboratively leading event committees. The Coordinator will be an effective and friendly communicator, who works well independently and enjoys building relationships as part of a team. Must be flexible, and have excellent organizational, administrative, and computer skills. This is a professional and practical hands on role.

Fundraising/Special Events

- Manages all aspects of fundraising events: logistics, venues, catering, guests, ticket sales, marketing, set-up, running and take down etc.
- Work with Executive Director, staff, board and volunteer committees to maximize success of special events.
- Research and implement new events or activities to increase donations/revenue and awareness of Ridge Meadows Hospice Society programs and services
- Prepare budgets and monitor expenses for all events - participate in financial analysis with Executive Director and provide reports and/or statistical analysis of fundraising activities.
- Securing, soliciting and stewardship of new and existing Sponsors and Donors.
- Update website and prepare all advertising, promotional or printed materials, for media release or marketing uploads
- Debriefing after all events with Executive Director/event committees
- Researches grant opportunities and prepare grant applications

Volunteer Coordination

- Recruit, screen, train, supervise, motivate and support volunteers
- Identify unique talents and skills among existing volunteers
- Work with program coordinators to identify and develop new volunteer opportunities within the organization
- Create volunteer recognition events or programs in conjunction with other staff
- Work cooperatively with staff, board and volunteers

Skills, Knowledge and Abilities

- Exceptional team working is a must.
- Flexibility is a must; occasional evening and weekend work necessary for events.
- Ability to communicate effectively, both written and verbal, including presentation skills
- Volunteer management skills
- Strong planning, organization and administrative skills showing attention to detail
- Experience using MS Office essential – experience using Corel Draw an advantage
- Preparation of Grant Applications
- Other duties as assigned