



COMMUNITY INVESTMENT COORDINATOR

Reports To: Community Investment & Marketing Manager

Department: Community Investment

Clinical / Non-Clinical: Non-Clinical

Approval Date: March 14, 2023

Approved By: Executive Director

Job Summary

The Community Investment Coordinator reports to the Community Investment and Marketing Manager and is responsible for planning, promoting, and executing fund development events and activities for Hospice Quinte. This role is responsible for soliciting sponsorships for events, championing ticket sales and registrations, and working diligently toward set fund development goals. There is considerable time spent working with and motivating volunteer committees. The Community Investment Coordinator supports the Community Investment and Marketing Manager in other fund development and donor relations activities as assigned, including completing grant applications. There will be requirements to work outside of a normal 35-hour week on evenings and weekends, for which time off in lieu will be given with the approval of the Community Investment and Marketing Manager.

Qualifications

Education

- Graduate from a recognized university or college with a degree/diploma in communications, public relations, sales, marketing, fundraising, events management, or related professional experience

Experience

- 1-3 years' experience (specifically relevant fundraising, sales, or revenue-generating event management experience)

Knowledge, Skills, and Abilities

- Strong people skills with focus on collaborative work style
- Excellent interpersonal skills including effective networking and listening skills
- Excellent analytical, organizational, administrative, and time management skills
- Ability to work independently and with supervision
- Excellent communication (verbal/written) and problem-solving skills
- Ability to create and maintain good working relationships with a variety of internal and external constituents
- Ability to multi-task and set priorities with a sense of urgency to achieve goals

- Proficiency working with Microsoft Office Suite of Products
- Willingness to work flexible hours, including evenings and weekends to meet deadlines
- Possess a vehicle and valid driver's license

Key Responsibilities

The statements below reflect the general details considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. Other duties may be assigned as required.

Under the direction, and in cooperation and consultation with the Community Investment and Marketing Manager perform the following:

Event Management

- Responsible for full event coordination, management, and execution of Hospice Quinte fund development events
- Own every aspect of an event, from venue choice to success metrics
- Meet agreed productivity targets through successful management of activities
- Establish and maintain relationships with vendors and venues
- Create reliable financial reports, budgets, and workback schedules
- Remain within budget with all costs
- Manage events and addressing potential problems that may arise
- Maintain a working knowledge of the complex needs of a wide variety of events
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order
- Manage all event set-up, tear down, and follow-up processes
- Event promotion and advertising
- Develop, implement, and manage supporter journey email marketing campaigns to improve supporter relationships and increase supporter acquisition, retention and development for event fundraisers
- Plan multiple events at once, while still attending to other duties
- Maintain records of event planning, results, and success, and lessons learned for each event
- Set up registration and other required forms in donor database

Volunteer Management

- Work well, and in a positive, cooperative, and appreciative manner with volunteers
- Recruit, train, schedule, and coach volunteers for events
- Recruit and coordinate volunteer event committees and provide guidance and support for their activities

Third-Party Fundraising

- Act as first point of contact for all third-party event fundraisers and to offer appropriate support where needed
- Proactively approach past third party fundraisers to encourage repeat fundraising
- Develop relationships with external partners and networks and ensure that any new networks are identified to maximize fundraising opportunities, including proactively approaching groups and associations to fundraise for the charity and support them with their fundraising activity

Community Investment

- Donor database, research, maintenance, and reporting as required
- Deliver talks and presentations to local community groups and organizations and represent Hospice Quinte at functions when required

Organizational Responsibilities

- Participate and contribute to encourage and support activities which promote effective team functioning throughout Hospice Quinte
- Participate in assigned Hospice Quinte activities, events, and committees
- Demonstrate appropriate boundaries with staff, volunteers, clients, and members of the community
- Attend meetings, conferences, and training as required

Working Conditions

- 35-hour work week with the flexibility to work some weekends and evenings, for which time off in lieu will be given with the approval of the Community Investment and Marketing Manager
- Work location is at Hospice Quinte's Stan Klemencic Care Centre
- Position starts with 15 days of vacation each fiscal year
- Position has 10 sick leave days available each fiscal year
- Health benefits and RRSP match available after 3 months
- Pay band 4