

Société Alzheimer Society

NOVA SCOTIA

Coordinator, Community Giving

Department: Philanthropy

Location: Halifax, Nova Scotia

Director: Sarah Lyon, Director, Philanthropy

Type of Position: Permanent full time, 35 hours/week

JOB SUMMARY

The Coordinator of Community Giving is a member of the Philanthropy department and is responsible for the development, coordination and evaluation of specific events, activities and initiatives which support the goals of the department to achieve the overall objectives of the Society. The Coordinator ensures that communications are stakeholder centric and works in a collaborative and consultative environment.

KEY RESPONSIBILITIES

This position reports to the Manager of Community Giving. In addition, the Coordinator of Community Giving works with provincial staff, partners and volunteers as appropriate to carry out the responsibilities of the position.

Specific Responsibilities:

- Coordinator, lead staff, and liaison person for defined events and campaigns.
- Assists with other fundraising and awareness events as needed
- Plans, implements and evaluates fund development activities for events.
- Assists with the identification and development of sponsor relations and is responsible for the implementation of event sponsor fulfillment and recognition programs.
- Manages and coordinates volunteers and participants involved in fundraising events including working committees.
- Implements a system of financial controls, developing and managing budgets, using cost-effective strategies and keeping financial records up to date with ACCESS and eTapestry.
- The Coordinator, Community Giving may be required to assist the Communications Coordinator with specific communication needs such as input for events PSAs and the website, particularly in relation to events.
- Participates in strategic and operational planning of the Society.
- Donor Relations responsibilities.

JOB QUALIFICATIONS

Education

University degree or college diploma in Public Relations or Marketing

Experience

- Experience in a non-profit organization
- Self-motivated with minimum two years relevant experience
- Event planning or fundraising experience

Job Specific Competencies

- Experience in a non-profit organization
- Proficiency in Word, Power Point and Adobe programs
- Ability to work independently and as a strong team member
- Public speaking experience considered an asset

- Must be available to work evenings and weekends
- Ability to lift 25lbs
- Must have Valid Drivers License
- Exceptional interpersonal, oral and written communication skills
- Strict attention to detail and accuracy is required
- Well-developed planning and organizational skills, with the ability to work well under pressure of deadlines

To apply, please submit resume, cover letter and a writing sample in one document directly to sarah.lyon@asns.ca. Applications will be accepted until November 24, 2017.

No calls please. *We thank all applicants for their submissions. We will respond only to those we wish to interview.*