



Big Brothers Big Sisters

Job Description – Fundraising Coordinator

Function

The employee will be responsible for visioning and executing fundraising efforts including corporate sponsorships and donations, individual donations, special events, direct mail programs, planned giving programs etc. S/he will develop and nurture corporate and community partners for the purposes of fundraising and to elevate the profile of the agency in the community.

Primary Responsibilities

Special Events

- manage special events throughout the year
- identify and solicit event sponsorships
- identify and recruit event committee members where appropriate
- provide post-event evaluation including final budget, recommendations, action items

Corporate Donations/Sponsorships

- develop and build relationships with community businesses
- plan and execute corporate sponsorship programs
- develop and manage all direct mail fundraising programs as required
- maintain donor recognition program

Foundations/Government

- review opportunities through Foundations and Government agencies for grants and prepare grant proposals for said opportunities

Other

- submit overall budget projections annually
- submit articles of interest regarding our programs and new initiatives to various newsletters, newsprint etc.
- attend Committee meetings as required
- advise the Executive Director of new developments in the field, or potential new opportunities
- participate in agency strategic planning
- Clean criminal check

If interested, please submit resume including cover letter to amanda.brisson@bigbrothersbigsisters.ca