



Job Description

Position Title: Fundraising Events Coordinator

Salary Range: \$45,000 - \$54,900

Timing: Maternity Leave Position, 1 year contract March 2025-March 2026

The Fundraising Events Coordinator is responsible for the administration and coordination of signature CLK events designed to sustain and grow CLK's fundraising revenue. This includes helping to increase visibility through CLK's communications channels. Therefore, the Fundraising Events Coordinator is also responsible for coordinating the organizations' online presence, including social media, website and electronic messaging as determined by the Director, Fundraising and Communications.

The function of this job description is to align the job responsibilities with the organization's strategic goals and mission.

Reporting Structure

The Fundraising Events Coordinator will report to the Director, Fundraising and Communications.

Detailed Responsibilities

1. Event Administration and Coordination:

- Responsible for the preparation, planning and execution of all components of CLK's signature fundraising events
- Responsible for the delivery and execution of on-site coordination to ensure the success of each event
- In collaboration with the Director, Fundraising and Communications, develop and implement a yearly work plan and complementary budget that supports CLK's event strategies
- With the Volunteer Coordinator, determine volunteer needs per event; prepare and train an event-specific volunteer team to support various work tasks associated with event preparation and performance
- Manage ongoing communication to steward confirmed sponsors, volunteers, and event participants
- Provide support to signature event committees and attend related meetings in person or online
- Identify opportunities for and aid in the coordination of third-party events as needed

2. Online Communications

- Support CLK's online presence via the official website, and through CLK's social media and other channels as identified by the Director, Fundraising and Communications
- Work in concert with CLK staff to ensure that the impact of programs and activities are visible through all of CLK's social media channels
- Coordinate online communications related to events, fundraising opportunities and Committee priorities (e.g. corporate EDI mandate)
- Aid in preparation of the electronic newsletter, social media graphics and web content as needed (with input from the CLK team)

3. Other Duties

- Update Excel spreadsheets for fundraising and sponsorship tracking, as needed
- Utilize fundraising software for tracking and processing donations and to assist with donor stewardship
- Coordinate and implement other special events as required throughout the year (including donor recognition or other organizational events)
- Participation in CLK's city program events as needed (camp weekends, STAR program celebrations, etc.)

Perform other duties related to the position as assigned.

Qualifications

Education and Experience

- University Degree or College Diploma in one of the following: Communications, Marketing, Nonprofit Management or similar (or relevant non-educational professional development in a similar role) (required)
- Experience working with children and youth who are considered at-risk, and/or whose families face economic and other barriers (asset)
- 1-3 years' experience working in the local, not-for-profit setting (asset)
- Strong English-speaking, reading and writing skills are required, other languages considered an asset.

Knowledge, Skills, and Abilities

- Excellent communication (written and oral), relationship building and networking skills
- Excellent attention to detail
- Competence with Microsoft Office tools including Excel, Outlook, PowerPoint, and Word
- Able to demonstrate sound and independent judgment and reasoning
- Committed to a positive and proactive work environment
- Dedicated to being part of a larger team, collaborating on projects as well as comfortable taking on individual tasks as assigned
- Experience with fundraising software, online marketing and experience managing social media would be an asset

Other Requirements

- Ability to work flexible hours, including longer hours during events, as well as some evenings and weekends

- The work requires some degree of physical fitness: lifting boxes up to 20 pounds, organizing supply rooms or event spaces, as well as an amount of daily walking to support event logistics
- Current (and clean) police records check
- Valid Driver's License (G) with access to a personal vehicle for work purposes, as travel within City limits and to camp is required