



St. Paul's L'Amoreaux Centre Volunteer Opportunity

We are a caring, client-focused not for profit organization, dedicated to improving the quality of life of seniors in the communities we serve, by providing services and housing in an accessible, professional and progressive manner.

Position: Volunteer Fundraising Consultant
Reports to: Manager of Community Development and Volunteer Services
Date Posted: January 06, 2012
Deadline: January 19, 2012
Respond to: Email: volunteer@splc.ca

Position Summary

Responsible for contributing to St. Paul's Fundraising campaign, attracting donors and raising the profile of St. Paul's L'Amoreaux Centre locally and provincially.

Key Responsibilities:

- 1. Develop and Implement Campaigns in line with the strategic goals of the organization**
 - Work with the strategic fundraising committee, Board Members and senior staff to set the fundraising goals of the organization.
 - Establish annual financial goals for donor gifting
 - Plan special fundraising events and promotions for the organization
- 2. Develop and maintain relationships with donor prospects and donors**
 - Develop new relationships with existing and potential donors
 - Develop, implement and evaluate strategies for communication with donors
 - Conduct research, gather information and prepare reports on donor prospects.
- 3. Set policies and procedures for fundraising donor relations and gifting**
 - Review and audit policies in accordance with regulatory regimes.

Education:

- 2 years post-secondary education in Fundraising, Public Relations, Marketing, Communications or a discipline related to the non-profit or long-term care sector preferred.

Skills and Experience:

- 5 years' experience and or proven record in fundraising communication and marketing
- Excellent donor and volunteer relations skills
- Excellent communication skills (verbal & written)
- Excellent interpersonal skills

Other:

- Minimum of 10 hours monthly
- Subject to the volunteer availability
- Must be available to attend monthly meetings