



## FUND DEVELOPMENT ASSISTANT

### FULL TIME POSITION

**Overview of Position:**

Event planning and fund development assistant

**Environment:**

Hospice Simcoe's residential care facility

**Duties and Responsibilities:**

Coordinate all Hospice Simcoe fundraising events with the support of the Fund Development Manager, key Hospice Simcoe staff and volunteers

- a) Oversee the volunteer planning committees for Hospice Simcoe fundraising events including our annual Gala, Hike, Golf Tournament and Dish for Hospice
- b) Recruit, evaluate and support 3<sup>rd</sup> party events
- c) Research prospective donors and initiate contacts with potential sponsors and supporters
- d) Meet performance targets
- e) Assist with the implementation of the Hospice Simcoe donor stewardship practices

**Qualifications and Skills:**

1. 5+ years of experience in fund development and/or event planning
2. Proficient in Microsoft Office Suite and database use
3. Ability to manage/organize own workload and work with minimal supervision
4. Possess analytical and detail oriented skills with superior time management skills and ability to meet deadlines
5. Ability to establish and maintain positive relationships with fundraising volunteers, local businesses, service clubs and individual donors
6. Valid driver's license and access to a reliable vehicle is essential along with insurance covering driving for business purposes and a minimum liability of \$1,000,000

**Compensation:**

- Competitive salary based on experience
- Healthcare of Ontario Pension Plan (HOOPP)
- Extended health benefits included after two months employment
- 37.5 hour work week

**Working Relationships:**

- Reports to the Fund Development Manager
- Works collaboratively with all staff members and volunteers (recruits and supports volunteers)
- Works with donors, suppliers, residents/clients, families and the public

**Application deadline:**

Submit your resume and cover letter by Friday, January 18, 2019 at 5:00 pm to Cathy Charlton, Executive Coordinator at [cathy@hospicesimcoe.ca](mailto:cathy@hospicesimcoe.ca).

Hospice Simcoe is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

We thank all applicants, however, only those invited for an interview will be contacted.