

July 31, 2017

EMPLOYMENT OPPORTUNITY

Foundation Development Coordinator

Reporting directly to the CEO, the Foundation Development Coordinator works cooperatively with Board Chairs, CEO and Donwood staff to assist with fundraising activities, community relations, donor recruitment and support of Foundation and Auxiliary meetings. This position provided confidential administrative and coordinating activities in accordance with the mission, vision and values of Donwood Manor Personal Care Home. The work location is at Donwood Manor PCH. Schedule of work requires flexibility including evenings & weekend hours. Workload demands may also require flexibility to meet fixed deadlines.

- **Part time position available; .50 EFT,**
- **Start date – to be determined**

Qualifications:

- Post secondary degree or diploma;
- Ability to multitask and use good judgment & decision making during high-level, event intense implementation periods.
- Ability to maintain discretion and confidentiality at all times.
- A valid driver's license and access to a vehicle;
- Excellent interpersonal, oral, written and presentation skills;
- Proficient use of computers including Microsoft Office, Outlook, the Internet and fundraising software;
- Graphic design skills and website posting an asset;
- Ability to manage multiple priorities from different sources enhanced by problem solving capabilities;
- Strong service orientated approach complemented by excellent organizational and time management abilities, with the ability to work with minimal supervision;
- Knowledge and familiarity with the German Mennonite culture and community an asset;
- Familiarity of long-term care an asset;
- Proficiency in a second language is considered an asset;
- 3 – 4 years fundraising event and marketing experience and in the non-for-profit sector with demonstrated success in this area.

Duties:

- Provide administrative support for Foundation Board Director including minutes, arranging meetings, coordinating schedules; (Full duties as indicated in the job description)
- Draft meeting agendas, compile and prepare meeting packages for Foundation Board meetings and other meetings as they may be required
- Attend Board and Committee meetings, record and draft minutes for review by CEO.
- Ensure all communication and Foundation informational/promotional materials are up to date.
- Provide leadership & coordination of fundraising activities. (Full duties as indicated in job description)
- Recruit and develop donor relations
- Maintain current donor database & complete all donation receipting;
- Implement & maintain strategies to enhance & develop community & constituency relations including public relations/promotional materials;
- Update marketing pieces related to events. (Full duties as indicated in job description).
- Support the implementation & development of marketing & creative material including working with internal staff & external donors/supporters;
- Continuously assess & make recommendations to improve event planning, execution processes and outcomes;
- Update Donor Recognition Wall and develop new donor recognition strategies.
- Perform other duties as assigned from time to time.

As a condition of employment, a current (not older than 6 months) criminal record certificate and an Adult Abuse Registry is required within three (3) weeks of hire date.

Applicants are encouraged to apply in writing, with resume, by 9:00 a.m. Friday, September 8, 2017 to: Director of Human Resources, Donwood Manor, 171 Donwood Drive, Winnipeg, MB R2G 0V9. E-mail: lpenner@donwoodmanor.org Phone: 668-4410, Fax: 663-5429

