



“Celebrating our Heritage, Investing in our Future”

The Corporation of the Town of Petrolia
is seeking a
FUNDRAISING COORDINATOR
(12 month, full time, contract)

What if you could go to your place of employment every day with a renewed sense of purpose and direction, confident in the knowledge that the work you do gives wings to so many dreams. You will enrich the lives of over 40,000 people every year with the finest live musical and theatrical entertainment, create more capacity and improved accessibility for even more participation, highlight the talents of North America’s finest stage talents, and you will build on the economic prosperity of a blossoming region of Ontario. You will be an agent for the greater good. When you work with us as a Fundraising Coordinator, this could be your life. Grow to understand our potential donor pool, hold a vital role in planning events and coordinating other activities to further increase donations and help us move toward our goal of enhancing our giving campaigns and sponsorship. Work as part of a close-knit, enthusiastic team to meet and exceed fundraising goals. Stretch and improve your communication and leadership skills and organizational capabilities in this pivotal role.

Overview of Responsibilities:

- Research, identify and build relationships with potential donors.
- Develop donor value experiences and benefits that are motivators.
- Consult with past major donors, sponsors to understand their giving motivations and what benefits they desire.
- Research funding programs and assist with writing effective grant applications to foundations and government agencies.
- Develop corporate fundraising programs, such as employer gift-matching.
- Monitor progress of fundraising drives.
- Design and develop electronic and paper materials to launch campaigns from businesses, organizations, and individuals with the Artistic Directors.
- Develop and maintain a working donor and prospect data base that drives daily fundraising activities and follow ups.
- Develop strategies to encourage new or increased contributions.
- Create a Menu of Engagement for: Corporations, Foundations, Major Donors and Entry Donors
- Increase Donor Loyalty by promoting monthly giving programs for both loyal VPP patrons and past donors (last 5 years)
- Recruit sponsors and prospective donors for fundraising events and show specific sponsorships.

Requirements:

- Bachelor’s Degree, or College Diploma, or Portfolio of successful campaign history, or Fundraising experience
- Relationship initiation and nurturing skills with potential donors and patrons
- Exemplary communication abilities (using these media: interpersonal, telephone, written, electronic, and social media)
- Outgoing, professional, and poised personality
- Strong team participant and with leadership skills
- Excellent organizational abilities and attention to detail
- Quick thinker and ability to make decisions under pressure.
- Flexible working environment during COVID 19 with a combination of telework and in person

Full description of Responsibilities and Requirements can be found by visiting
<http://town.petrolia.on.ca/town-hall/employment/>

Resumes will be accepted in confidence up to **12 noon on Tuesday, June 1, 2021**

by email petrolia@petrolia.ca
clearly marked Fundraising Coordinator

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.