

## We're looking for an **EVENTS & DONOR RELATIONS ASSISTANT**

### We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$100 million in the 28-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

### The Events & Donor Relations Assistant ...

- This entry-level position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- We are a small but mighty team and this position is the perfect starting point to grow your burgeoning fundraising career
- If you love events, have a keen eye for detail and a creative flair, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by Friday, June 17, 2016 via email to Vicki Brydon - Director, Public Relations at [vicki@pahfoundation.ca](mailto:vicki@pahfoundation.ca). We thank all applicants for their interest, however only those being interviewed will be contacted.



## Job Profile

### **EVENTS & DONOR RELATIONS ASSISTANT**

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#### **Summary of Role:**

- Assists with the coordination of all signature fundraising and all donor recognition, stewardship and cultivation events
- Coordinates third-party events (under \$10,000)
- Coordinates donor recognition program
- Coordinates the Volunteer Program
- Ensures a very high standard of customer service

#### **Reports to:**

- Director, Public Relations

#### **Direct Reports:**

- None

#### **RESPONSIBILITIES:**

##### **Events:**

- Provides support to the Special Events Officer with signature events, in particular the solicitation and cataloguing of auction items
- Assists with the coordination of all donor recognition events including *Friends of the Foundation*, *Strawberry Social*, *Weatherby*, *Ambassadors* and *Caring Circle* events, donor tours, ground breaking/ribbon cutting events and volunteer events
- Provides support to third-party events in the community
- Develops meeting agendas and packages for event committees and takes minutes

##### **Donor Relations:**

- Responds to all general inquiries regarding recognition programs
- Proof s print materials and donor recognition pieces
- Coordinates installation of recognition plaques, signs, etc. and coordinates the Birthday Wall campaign



- Maintains accurate donor/prospect files as required both in Raiser's Edge and in hard-copy files
- Produces ad hoc reports as requested
- Works with the Information Systems Specialist on list pulls, to create queries, coordinate file and mail merges and reports, etc. from database
- Coordinates the holiday cards and special stewardship mail outs such as thank you letters, welcome packages and reports
- Coordinates equipment celebrations in the hospital
- Coordinates the annual Thank-a-Thon

**Volunteers:**

- Coordinates the Volunteer Program and volunteer-related events

**EDUCATION AND EXPERIENCE**

- Diploma or degree in fundraising, business administration, marketing and communications or an equivalent combination of education and experience
- 1 - 2 years of progressive office administrative experience – including at least 1 year of experience working in an event assistant role

**CORE COMPETENCIES**

- Attention to Detail
- Communication
- Cooperation/Teamwork
- Customer Service
- Decisive Judgment
- Innovation
- Job Knowledge
- Quantity of Work/Time Management
- Reliability/Flexibility
- Staff Development
- Values and Ethics



## KNOWLEDGE, SKILLS AND ABILITIES

- Strong administrative and clerical skills, including accurate typing, document formatting, mail merges and developing and maintaining spreadsheets
- Demonstrates ability to provide exceptional customer service
- Ability to manage multiple projects and deadlines with ease
- Ability to collaborate and work effectively as part of a team
- Exceptional computer skills with proficiency with Microsoft Office Suite
- Can-do attitude with flexibility to work weekends and evenings as required
- Experience working with and coordinating volunteers
- Proven track record of maintaining filing systems; database records; templates
- Results and solutions oriented
- Strong problem solving skills
- Superior communication and interpersonal skills
- Working knowledge of both Raisers Edge (fundraising software) and general fundraising principles a definite asset
- Good judgment, diplomacy, sensitivity and tact
- Demonstrates initiative and follow through
- Excellent attention to detail and proofreading skills

