

* This position is funded by the Canada Summer Job Grant and will last 8 weeks.

Fundraiser Coordinator

About Goodwill

Goodwill Industries is a non-profit social enterprise which provides work opportunities, skills development, and employee and family strengthening for people who face barriers such as disability or social disadvantage. The aim is to advance individuals, families and communities toward economic self-sufficiency and prosperity.

Goodwill Industries, Ontario Great Lakes, one of five regional Goodwills in Canada, serves communities across Ontario, and employs 950 people on a variety of social enterprise work platforms. The organization is positioned for accelerated growth and is aiming to create 900 new jobs over the next five years.

Fundraising Coordinator

The Fundraiser Coordinator will be responsible for aspects related to community involvement, networking abilities and establishing fundraising events. In this role, additional various administrative tasks according to the needs of the department will also be performed.

Role and Responsibilities

- Creating new methods to raise funds for our organization.
- Maintain communication and work cooperatively with members of other teams within the organization and other professionals involved.
- Implement and research new paths for our organization to generate money.

- Working closely with internal team, as well as external clients, donors, and various members of communicate.
- Research and apply for grants and sponsorships.
- Recruit volunteers, sponsors and donors.
- Prepare materials for fundraising events, such as, pamphlets, posters and gift bags.
- Coordinate and oversee in-kind donation drives, including pay-for-donation, campus, corporate, and community drives and mail drop program, cultivating partnerships in the communities Goodwill serves.
- Manage all aspects of donation drives, including prospecting, cultivation, implementation, and acknowledgement, as well as tracking all metrics.
- Maintain networks and build effective partnerships both within and outside the organization and among volunteer networks, looking for opportunities to create synergies with both internal and external partners.
- Coordinate and host community engagement tours and other on-site visits to Goodwill, including follow-up activities that are part of the relationship continuum.
- Complete all assigned documentation as required according to set standards.
- Follow current standards and procedures.
- Maintain organized work area according to policies, procedures and safety regulations.
- Maintain a safe work environment.
- Perform other duties as assigned.

Qualifications

- Degree or Diploma in Business or Public Relations.
- Some fundraising or event planning experience.
- Experience working and directing volunteers.
- Public speaking and presentation skills and able to present to a wide range audience.
- Written, verbal and telephone communication skills.
- Effective communication skills with individuals at all levels of the organization and stakeholders.

- Computer proficiency skills, including effective working skills of MS Word, Excel, and SharePoint.
- Ability to adapt to and learn new software.
- Able to work efficiently as a part of a team as well as independently.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.
- High level of personal integrity.
- Strong affinity to the Mission of Goodwill; Changing Lives and Communities through the Power of Work.
- Must possess a valid Ontario driver's license and insurance.