



## Job Description

|                 |                         |
|-----------------|-------------------------|
| Position:       | Fundraising Coordinator |
| Reports to:     | Development Manager     |
| Effective Date: | February 2021           |

### JOB SUMMARY

**Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.**

***As part of the OKC team, the Fundraising Coordinator will:***

- *Assist in the development & implementation of fundraising goals to support the work of OKC and thus increase community awareness of OKC.*
- *Coordinate and support special events and fundraising initiatives.*
- *Help identify potential new donors & organize initiatives to solicit gifts.*
- *Lead volunteer coordination.*
- *Assist with media & promotion of OKC programs and fundraising initiatives.*

OKC involves families in all aspects of program planning, implementation and evaluation.

### PRIMARY RESPONSIBILITIES

- To assist with the planning, development, management, and execution of fundraising initiatives including OKC led and third-party special events, donation appeals & recognition and appreciation receptions.
- Serve as a contact and resource for community based third party events in support of OKC.
- Cultivate and steward relationships with event sponsors, committee members, volunteers, and community third party event organizers.
- Contribute to maintaining accurate contact records for media contacts, third party events, sponsors, volunteers and event participants in the database.
- Liaise with community members and attend community events as a representative of OKC, as requested. This may include networking, speaking opportunities or presentations.
- Liaise with the media as needed.
- Assist with maintaining the media & marketing schedule for promoting OKC within the community.
- Assist with media & marketing promotions including social media posts.
- Assist with creating print and digital materials for events, appeals and other fundraising initiatives.
- Ensure coordination of recruitment, screening, orientation, placement, training, supervision, and recognition of all volunteers.
- Maintain and update the catalogue of volunteer position descriptions.
- Recruit, coordinate, and schedule on-site and special event volunteers, as necessary.
- Help maintain the Development Team's fund development plan and work plan.
- Participate in sub-committees as requested.
- Participate in professional development opportunities relevant to this role.
- Provide reports on fundraising initiatives and volunteer contributions.
- Other duties as required.

**EDUCATION/EXPERIENCE**

- Degree, diploma or equivalent experience with Fundraising for Non-Profits, Event Management, Volunteer Management, or Media & Marketing.
- Demonstrated program development and leadership skills.
- Experience in communications and public relations.
- Ability to train, motivate and supervise volunteers and staff.

**SKILLS & ABILITIES**

- Must be proficient in the use of Microsoft Word & Excel, and comfortable with presentation software, graphics programs such as Canva, and social media.
- Self-starter with proven organization skills.
- Accountable and reliable
- Ability to communicate effectively and concisely, both orally and in writing, in a cross-cultural environment.
- Understanding of the organization and challenges of working within the non-profit sector.
- Understanding of the OKC model of community development which engages participants in all levels of participation.
- Interpersonal and relationship-building skills.
- Ability to work independently and as a member of a team.
- Ability to work well under pressure and deadlines.

**CONDIONS OF EMPLOYMENT**

- Willingness to work flexible hours including weekends.
- Car and valid driver’s license
- Regular attendance

**ASSESTS**

- First Aid & CPR
- Photography
- Video editing
- Graphic Design
- Experience working with the media including drafting media releases.

**REVIEWED BY**

EXECUTIVE  
DIRECTOR:

*Date*

DEVELOPMENT  
MANAGER:

*Date*