



Sheep River HEALTH TRUST

Fund Development Coordinator

Type: Permanent Part-time
Hours: Monday - Friday 15 hours/week
Qualifications: Basic Bookkeeping, Microsoft Office Suite, Publisher, Office support

Duties:

To plan, manage and execute all current fundraising events, and to develop new events.

- To initiate and manage all donor campaigns
- To develop and maintain relationships with donors and provide appropriate stewardship
- To develop and manage efforts to identify, solicit, communicate and renew annual donors
- To seek out third party fundraising opportunities
- To prepare, plan and manage the publication of all publicity material
- Coordinate and work with the Fund Development committee to realize yearly goals for funds
- Assist with the development and implementation of a comprehensive communication plan to maximize public awareness of the fundraising activities of the organization
- Assist with the website and Social Media
- Work with the volunteer coordinator to ensure required volunteers are secured for all fundraising activities
- Assist with current donor data base
- Provide monthly reports to the Board regarding progress in all areas
- Other tasks as assign
- Due to the nature of the position, there will be out of hour work with fundraisers etc...

Wage / Salary: \$20.00/hour
Start Date: ASAP
Job Closing date: Friday, March 15
How to Apply: Attention: Executive Director Andrea Mitchell
403-995-5400 andrea.mitchell@ahs.ca