



COMMUNITY DEVELOPMENT COORDINATOR
FULL TIME

Hours of Work: Monday – Friday daytime, some flexibility required for evening
and weekend hours

Salary: 40,000-45,000 annually

The Community Development Coordinator is an important member of the Community Relations and Resource Development Team, and is responsible for building community awareness, establishing strategic connections and generating philanthropic support. This team member thrives in a fast paced work environment, and is comfortable with setting priorities for multiple projects.

Reporting to the Donor Relations Officer, this position will be responsible for the following key functions:

Overall Responsibilities:

1. Facilitate relationships with community partners to meet organizational goals.
2. Increase community engagement & participation.
3. Build & steward positive business relationship with current & new partners for the purposes of fund development and increasing Mission Services' community profile.
4. Provide the development team with timely reports & updates on activities and budgets.
5. Coordinate communications related to fundraising initiatives, including creation of promotional materials, social media posts, correspondence, and other external communication vehicles.

Special Events Responsibilities:

1. Assist with the facilitation, planning, implementation & evaluation of special events.
2. Assist with all aspects of event planning including logistics, budgets, contracts, food & beverage, supplies, AV, signage, décor etc.
3. Research potential events and advise on suitability and potential profit.
4. Solicit sponsorships and support for events.
5. Manage ticket sales and event participants.

Third Party/ Community Events Fundraising Responsibilities:

1. Identify opportunities for third party/community events and coordinate all communications, promotional materials and other activities as necessary to the respective event.
2. Identify, solicit and steward new community prospects.
3. Provide tours & off-site presentations for corporate groups, schools, service clubs and potential donors.
4. Manage the Christmas Sponsor-A Family Program.

QUALIFICATIONS:

1. Degree in a related field
2. Experience and knowledge of the not-for profit sector.
3. Experience in managing and organizing third party and special events.
4. Experience in working with diverse groups of volunteers.
5. Proficiency in MS Office applications, Excel, Word, and Outlook. Experience with Raisers Edge. Knowledge of Adobe Creative suite an asset.
6. Excellent written and oral communication skills.
7. Proven accuracy and exceptional attention to detail.
8. Deadline and results oriented.
9. Demonstrate independence and resourcefulness, while working within the framework of a team-oriented environment.
10. Ability to anticipate project needs, discern work priorities & meet deadlines.
11. Sales & marketing experience and experience in building relationships with donors.
12. Valid Ontario Driver's License, insurance and access to a reliable vehicle.

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Please submit a résumé with cover letter by June 8th, 2018 to:

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2

or email to wkennelly@mission-services.com