

COORDINATOR, COMMUNITY & STRATEGIC INITIATIVES

The Friends of The Moncton Hospital Foundation is currently seeking a Coordinator, Community and Strategic Initiatives to fill a permanent full-time position.

Summary

Working closely with the Manager, Community & Strategic Initiatives, the **Coordinator, Community & Strategic Initiatives** supports activities that empower, enable and steward external community support for the Friends of The Moncton Hospital Foundation—specifically, the *NB Ride Against Cancer* and other donor cultivation and stewardship events.

Major Responsibilities

- **NB Ride Against Cancer**

A member of the Ride planning team, oversees all aspects of the one-day sub-event including, but not limited to

 - setting and managing event milestones and deadlines
 - managing site logistics
 - identifying and securing sponsorships—cash and in-kind
 - advising on promotional planning and activities
 - supporting participants, sponsors, and key donors.

- **Donor Cultivation and Stewardship**
 - Evaluates the strategic, cultivation and stewardship needs of each fundraising program, then designs, plans, and executes a series of events to meet those needs.

- **Fundraising Administration**

Performs tasks and duties that either have the potential to or directly impact fundraising, including

- thanking donors
- maintaining and updating customer relationship management software Raiser's Edge (Blackbaud) and Raisin
- attending special events
- coordinating sponsorship and grant proposals
- attending Board meetings
- other miscellaneous duties or tasks.

Qualifications

Education and experience

- Post-secondary degree or diploma, preferably in a related field such as commerce, business administration, marketing, public relations, event management, or fundraising.
- Ideally two or more years of fundraising experience.
- Experience with social media and digital fundraising platforms and tools; Raiser's Edge and Raisin an asset.
- Experience working with volunteers in a leadership position.

Abilities and attributes

- Passion for events—from concept, to planning, through to execution and post-event follow-up.
- Demonstrated strong initiative, able to work independently and be flexible in a small team environment.
- Excellent organizational and problem-solving skills
- Able to prioritize and manage multiple responsibilities in a deadline-driven environment.
- Excellent oral and written communication skills, preferably in English and French.
- Strong customer service orientation, able to build and maintain productive working relationships with all stakeholders.

Reliability and flexibility

- Able to work irregular hours when occasionally required.
- Able to regularly attend work.
- Able to perform all duties of the position.
- Good work record.

Salary Range \$47,155 to \$63,798

Applications for this position must be submitted by Friday, February 16, 2024 to friends@horizonnb.ca with an anticipated start date of April 1, 2024.

Please note that this position will be filled contingent on funding approval.

We thank all those who apply; however, only those selected for further consideration will be contacted. If you wish to be considered for this position and have most of the qualifications as outlined, you are encouraged to apply at this time.