

Communitas – Staff Position Description
ADMINISTRATIVE SUPPORT STAFF

TITLE: Philanthropy and Donor Engagement Associate

REPORTS TO: Philanthropy and Donor Engagement Manager

POSITION SUMMARY

This position is responsible for assisting the Philanthropy and Donor Engagement Manager with event planning, volunteer coordination, database management, and donor recognition as part of Communitas philanthropy and donor relations initiatives.

SPECIFIC DUTIES

- Provide assistance with donor relations and fundraising throughout the organization
- Participate in regular meetings with the CIO, PDR manager and the communications team to plan, develop and strategize new fundraising initiatives
- In collaboration with the PDR manager, organize and support events including administrative events, various fundraising events, and volunteer recruitment events
- In collaboration with the communications team and the PDR manager, maintain and develop resources including evolving technologies, presentations, events and brochures
- Assist the PDR manager to create and update materials like thank you letters, project proposals, and e-newsletters
- Assist with keeping the donor database current and detailed
- On behalf of the organization, and in conjunction with the HR team, recruit, train, support and manage volunteers that assist in fundraising efforts
- Assist with planning and running donor appreciation and donor recognition events for donors and volunteers
- Responsible for planning and running volunteer appreciation
- Other duties as necessary

REQUIREMENTS

- College level training and/or experience in related field; specific training in fundraising is an asset
- Experience with constant contact or other email marketing tools is an asset
- Experience with event coordination and/or volunteer coordination
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Outgoing personality that can relate well to the public/constituency and positively represent Communitas in the community
- Familiarity with and comfort in relating to people who have a disability
- Excellent organizational and planning skills, takes initiative and prioritizes effectively
- Excellent relationship management and interpersonal skills; the ability to work effectively with staff, donors and volunteers
- Excellent spoken and written communication skills (attention to detail and accuracy required)
- Ability to take initiative with creativity, work independently and as part of a team
- Highly motivated, positive attitude, flexible, collaborative, uses sound judgment, critical thinking and ability to maintain confidentiality
- Excellent computer skills: proficient with internet use and communication, MS Word & Excel, etc.
- Experience with web design and social media development is an asset
- Flexibility in working hours: Participation at meetings, fundraising banquets, etc., will involve occasional evening/weekend work
- Class 5 driver's license is preferred