



About Us

Founded in 1983, the Kawartha-Haliburton Children's Foundation is a registered charity that is dedicated to working in collaboration with donors and the community to support and raise funds for essential items and enrichment activities for children, youth, and families involved with the Kawartha-Haliburton Children's Aid Society.

Through a variety of programs, we positively impact the lives of 1000+ children, youth and families annually, who are working with the Kawartha-Haliburton Children's Aid Society. We aim to help develop children's self-esteem, confidence and build feelings of inclusion by providing funding and support for essential items and life enriching activities.

Job Description – Fundraising and Events Coordinator (based out of the Lindsay office)

Reporting to the Executive Director, the Fundraising and Events Coordinator will help The Foundation engage and collaborate with the community and donors, with a specific focus on the Kawartha Lakes region, to gain support and partnerships to help provide essential items and life-enriching experiences for children youth and families involved with the Kawartha-Haliburton Children's Foundation.

Primary Duties and Responsibilities

The Fundraising and Events Coordinator will perform a wide range of duties including:

Fundraising, Donor Relations & Stewardship

Work with the Executive Director to increase annual monetary donations to the Foundation with a focus on mid sized donors and donations and donors from the Kawartha Lakes region.

- Identify and build relationships with donors and potential donors
- Actively seek out opportunities to secure funding and support from local businesses (including in-kind), service clubs, and individuals.
- Seek out and new opportunities to grow and engage community partnerships and revenue.
- Lead the development of regular donor communication and stewardship for individuals and corporate donors
- Create and lead the stewardship plan for the Foundation's mid sized donors

Community Relations/Advocacy

Increase community awareness of the Foundation

- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the Foundation
- Be a spokesperson for the Foundation
- Represent the Foundation at community activities to enhance the organization's community profile and to make connections with new donors



Program Support

Support the Executive Director in the planning, implementation, and evaluation of the organization's programs services, fundraising and special events.

- Take the leadership role in the execution of designated programs including the summer camp program
- Support the Executive Director in the implementation, and execution, of special projects

Connection/Resource for KHCAS

Serve as a main point of contact for Kawartha-Haliburton Children's Aid Society Staff

- Build knowledge among workers of the resources available to them from the Foundation to increase the number of children accessing the programs offered by the Foundation.
- Be the go-to contact for the Lindsay office KHCAS staff for any questions about the Foundation programs.

Event Management

Take the leadership role in the execution of fundraising events for the Foundation

- Such as leading the planning and execution of the Santa's Sleigh holiday gift giving event and the Send a Kid to Camp AXE-travaganza fundraising event
- Develop and execute new/additional community facing fundraising events

Qualifications

Education

- Post-secondary education ideally in in business, fundraising, non-profit management or related subject.
- 2+ years of experience working in a non-profit or charity organization or in a related role.

Personal characteristics

The Fundraising and Events Coordinator should demonstrate competence in all of the following:

- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the Foundation.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organization and Planning:** Determine strategies to move the organization forward, set priorities and goals, create, and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.



Working Conditions

- The main office location for this position will be located at the Lindsay KHCAS office at 42 Victoria Street in Lindsay ON. Approximately twice a month the Fundraising and Events coordinator will be required to attend the Kawartha-Haliburton Children's Foundation main office located at 1100 Chemong Road in Peterborough ON.
- Work may be performed at the Foundation office and from home as agreed upon by the Executive Director
- This is a permanent full-time role, with a regular 35 hours worked per week.
- This role may be required to work some overtime hours such as attending Board meetings, events and providing presentations outside of business hours.
- Travel may be required
- Valid Police Check is required
- Must possess a valid G2 License and to have the ability to lift up to 50 lbs.

Salary Range: \$45 000 - \$58 000 per year

How to Apply

Please send your email and cover letter to admin@k-hchildrensfoundation.com please use the job title as the subject of the email. The job will close on July 31, 2024 at noon. Only those candidates selected for an interview will be contacted.