

## **Canada Summer Student Grant Position 2023**

### **Fund Development Coordinator:**

The Fund Development Coordinator will support the creation and implementation of a three-year strategic approach to marketing and fundraising. This will include annual fund-raising activities, a major gifts program, a sponsorship program, a grant writing program, the solicitation of pertinent in-kind resources, and a proactive donor relations strategy.

**Customer Service:** You will foster positive relationships with current and potential business partners by providing excellent customer service. Able to generate interest in the organization or program through excellent customer service skills particularly with outreach and when approaching appropriate business partners

**Teamwork:** The student will work closely with the marketing team and/or program coordinators, to promote organizational initiatives, specific program initiatives, fundraising events using flyers, advertisements and digital marketing outreach. They will work directly with senior management to assist in the development of new grant applications, workflow and achieving team milestones for projects.

**Communication:** The student will assist in researching and writing grant proposals as well as developing event/promotional opportunities, specifically Indigenous cultural-based initiatives. They will ensure transparency, communication, and understanding in the coordination of fundraising events and activities . They will be able to articulate and promote Nokee Kwe programs and services to an external audience. Professional written and interpersonal skills will be utilized with communication with internal and external stakeholders and the community at large.

**Digital Skills:** The creation and implementation of a strategic marketing/fund development plan will make use of digital tools, such as Excel, other MS Office-suite tools, and require access to cloud-based resources. Their work will require on-going digital documentation/storage/retrieval and digital communications, including the use of various virtual conferencing platforms. They will make use of digital-marketing platforms such as MailChimp, as well as virtual conferencing technology.

**Leadership:** The student will assume full responsibility for certain events and/or fundraising efforts, including tracking donations. They will research and identify prospective new donors and proactively initiate sponsorship and funding. They will assist in helping management in the development of fundraising goals and work to achieve these goals. They will take charge of delegated events and oversee the implementation, effective execution, and follow-up. They will build their ability to prioritize and manage several milestones and projects efficiently.

**Other:** Working with the finance team, they will create the establishment of a realistic working budget for events, and will utilize their finance, leadership, and digital skills. They will plan for

### Fund Development Coordinator continued

anticipated fundraising outcomes, and track expenses/donations. This information will be recorded and evaluated in conjunction with senior management and the finance team. The student will learn Indigenous cultural competencies and be able to apply these in a work environment. They will attend group training where they will learn how to search and apply labour market information effectively and efficiently.