



If you are looking for a rewarding career that's makes a real difference in people's lives, look no further.

#### Fundraising Coordinator Position

The **Fundraising Coordinator** position is a full-time, permanent position with Palliative Manitoba; a non-profit, charitable provincial organization. Palliative Manitoba is currently funded by The United Way of Winnipeg and the Winnipeg Regional Health Authority (WRHA) Palliative Care Program. The Fundraising Coordinator's primary responsibility will be to augment existing fundraising activities to provide adequate funds so Palliative Manitoba can realize its strategic objectives, as well as support existing and new programs and services.

The Fundraising Coordinator will be required to develop an annual Fundraising Plan with identified targets that align with Palliative Manitoba's strategic plan and brand in concert with the rest of the team and approved by the Executive Director. This will require actively identifying new opportunities for relationship building, research opportunities for funding through foundations and corporations, and the completing of grant applications when required.

Increasing corporate sponsorship is a critical function of this position.

The incumbent will provide event coordination for the organization's major fundraising events such as the *Celebrate Life Luncheon*, *Hike for Hospice*, and any other new revenue generating activities.

#### QUALIFICATIONS:

Palliative Manitoba is seeking an individual with the following qualifications to fill this position:

- Direct experience in fundraising or in a related field
- Enthusiastic, creative, passionate and outgoing personality, maturity, self-confidence and poise to deal appropriately with a wide variety of people
- Knowledge of the non-profit sector and charitable giving
- Ability to assess, evaluate and recommend fund development and event opportunities at an organizational level
- Attention to detail, strong work ethic, and ability to occasionally work outside customary business hours including evenings and weekends, flexing hours, as required
- Strong interpersonal, organizational, analytical and financial skills
- Able to remain positive and confident under pressure
- Able to build good relationships with clients and team members
- Providing leadership in seeing projects through to completion

- Excellent written and oral communication skills including the ability to prepare correspondence and review professional documents and chair meetings
- Demonstrated ability to work effectively within a compassionate and positive team environment
- Proficiency in the use of Microsoft Office, Excel, Access, Power Point, Publisher, and donation tracking software, as well as the ability to handle one's own administrative duties
- Vehicle and valid driver's license

OTHER TASKS/ASSIGNMENTS:

- Develop and maintain media contact lists
- Monitor progress of fundraising events against approved annual fundraising plans to ensure targets are met
- Creation of comparative report year over year(s) relative to revenue generated
- Prepare press releases and other promotional materials to increase awareness of the organization
- Design and produce materials for events and promote and market the fundraising events
- Undertake special projects as required.

In return, the successful candidate will have the opportunity to work with a highly motivated, dynamic and forward thinking team. Through effective fundraising, the successful candidate will play a major role in increasing public awareness of Palliative Manitoba's long term goal: advancing quality end of life care for all Manitobans.

**Applications will be accepted up until 4:00 pm on Friday, October 19, 2018 and should include:**

**Cover Letter**

**Up to date Resume**

**2 references**

Please send to: [palliativemanitobajobs@gmail.com](mailto:palliativemanitobajobs@gmail.com)

We thank all applicants, however, only those to be considered for an interview will be contacted.