



Full-time Coordinator, Fund Development & Events

About Us

The Regional Hospice of Quinte Inc. provides support and companionship to terminally ill individuals and their caregivers in the Belleville, Quinte West, and South Hastings Region. We are a registered, non-profit, charitable organization whose volunteers are the heart of Hospice Quinte. The sustainability of our organization is realized by the financial support we receive from memorial donations, our generous business community, individual contributions as well as our own fundraising activities. All our services are provided to our patients and their families at no cost.

Hospice Quinte is seeking a Full-time Coordinator, Fund Development & Events. Reporting to the Executive Director, the incumbent will develop strategies and set goals to engage new business opportunities; coordinate and act as the lead for all major fundraising events; initiate and develop new fundraising opportunities; manage the organization's website and coordinate social media efforts in consultation with Executive Director.

Key Responsibilities

- Develop new strategies, goals and objectives to engage new business opportunities (stakeholders, major accounts and community)
- Develops key public messages and press releases
- Work with outside printers and suppliers and be responsible for the development of all collateral material
- Manage website and coordinate social media efforts
- Coordinate and act as lead for all major fundraising events and develop new fundraising opportunities
- Solicit sponsorships for events
- Produce reports and statistical information for analysis and maintain prospect lists

Qualifications

- Graduate from a recognized University with a degree preferably in Fundraising, Marketing or equivalent education and experience
- 3-5 year's experience (specifically relevant, progressive experience in fundraising)
- Extensive knowledge in fund development and public relations
- Demonstrated track record of achievement in securing gifts and sponsorship
- Track record of creating and maintaining good working relationships with a variety of internal and external constituents
- Proficiency working with Microsoft Office

Interested candidates may forward their CV to Judi Gilbert & Associates, judi@judigilbert.ca

Hospice Quinte thanks all applicants but only those receiving an interview will be contacted.

Closing Date: August 4, 2017