

## **Terms of Reference**

### **Fundraising Coordinator**

14 Week Temporary Position

#### **DESCRIPTION**

The Fundraising Coordinator is employed by the Northern Hills Community Association (NHCA) through the support of the Canada Summer Jobs Program and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Fundraising Coordinator works on strengthening and improving NHCA's financial sustainability.

#### **AVAILABILITY**

- 35 Hours per week
- \$16/hour pay rate
- Flexible hours with work expectation during the NHCA Office core hours
- September 13, 2021 – December 17, 2021

#### **RESPONSIBILITIES**

- Identifying, applying for, and tracking grants or other funding opportunities
- Assisting in coordinating Grant Reporting
- Documenting Grant Procedures and creating and updating Grant Templates
- Brainstorming new innovative fundraising ideas
- Working with the NHCA Office team in planning, organizing, and implementing a fundraising event
- Collaborate with the NHCA Office staff and Finance Committee of the Board of Directors
- File management duties including organizing and digitizing
- Other tasks assigned by Executive Director

#### **REQUIREMENTS**

- 15-30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident (but not international students), or a person under refugee protection
- Legally entitled to work according to Alberta provincial legislation and regulations
- Post-Secondary student or recent graduate in Human Resources, Public Relations, Communications, or Business Management, Marketing, Grant and/or Technical Writing preferred but not required
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

#### **APPLICATION**

Submit your application which has to contain your resume, background, and qualifications, to the Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca) before 8:00AM on Wednesday, September 15th, 2021.

Serving Country Hills, Country Hills Village, Coventry Hills,  
Harvest Hills and Panorama Hills

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*