

POSITION: Director of Fundraising

REPORTING TO: Executive Director

Job Description

- Plan and organize major events
- Assist with Administration
- Foundation search and grant writing
- Develop and Implement Promotional Campaigns
- Event Coordination and Budgeting
- Volunteer Coordination for Events
- Train staff and volunteers for promotional opportunities

In conjunction with other staff members:

- Develop promotional and presentation materials including brochures and newsletters
- Maintain website, Facebook and other social media
- Maintain inventory of promotional materials and ensure availability of required technology for events

Accountability

- Supervision by the Executive Director
- Work in cooperation with all administrative and promotions staff
- Attend and participate in staff meetings
- Choose Life Ministry operates on the values of love, trust, excellence, accountability and freedom and expects the highest level of integrity in its staff

Qualifications and Experience

Minimum Grade 12 Education.

Previous event planning.

Experience in fund-raising and marketing would be an asset but not required.

Experience working in a non-profit ministry setting would be an asset.