**Vision of Hope Resource Centre**

**4515 Ebenezer Rd Unite 208, Brampton, ON | L6P 2K7**

**www.vohrc.com | visionofhoperc@gmail.com | 905.794.5955**

April 6, 2018

**POSITION SUMMARY**

**Position Title :**  Fundraising Coordinator

**Accountability :**  Executive Director

**Qualifications:** Degree and or Diploma and one year experience in fundraising and office experience. Strong oral and written communication skills proficiency in computer programs and applications required .

**Position Summary :**

In compliance with the organization’s mission, vision , strategic goals and

operational procedures , the fundraising coordinator is responsible for the

planning ,coordinating and delivery of weekly/monthly fundraising events. This

position support the financial health of the organization programs, staff and

administration .

**Responsibilities:**

* Design, implement and lead weekly and or monthly fundraising initiatives
* Develop and strengthen alliances with community stakeholders and partners for joint community fundraising initiatives.
* Organize fundraising activities by partnering with volunteers
* Develop relevant fundraising plan and submit to Executive Director before

implementing activities

* Monitor outcomes and follow up with prospective donors and sponsors
* Use collaboration and community development principles when implementing

activities ensure involvement of stakeholders and residents

* Maintain ongoing communication with supervisor, and others involved in the

fundraising committee

Recruit and supervise volunteers for the purpose of fundraising.

Other

* Able to prioritize work /commitments to meet critical deadlines
* Demonstrate readiness to take on new assignments and responsibilities as the work required
* Identify and present relevant training or learning opportunities to supervisor

APPLICATION CLOSING DATE: April . 13, 2018 @ 5:00p.m.

Vision of Hope Resource centre is an equal opportunity employer

Forward your resume quoting position title to

**Hiring Committee vision of Hope Resource Centre**

**Email:** [visionofhoperc@gmail.com](mailto:visionofhoperc@gmail.com) / [info@vohrc.com](mailto:info@vohrc.com)