



## **Community Foundation Coordinator**

Centre Wellington Community Foundation currently has an exciting opportunity for a Community Foundation Coordinator who will have a passion for the community and taking the organization to the next level of development. Reporting to the Board of Directors and specifically an individual designated by the Board, the Co-ordinator will be responsible for the provision of professional and administrative services to the Foundation and committees. This contract position is currently to be funded for a minimum of nine (9) months.

### **Key Responsibilities:**

- Assesses community needs through collaborative efforts with all stakeholders and as an extension of the Vital Signs Report.
- Coordinates the process and administration details related to the Vital Signs Initiative, including convening community-based “Vital Conversations”.
- Conducts prospect research and assists with identifying sources of funding and potential donors to grow and sustain the Foundation.
- Researches and develops grant applications to various sources of government, non-government and corporate funding opportunities.
- Works closely and collaborates with the Rural Ontario Institute organization, including utilization of their resources and contribution to report documentation.
- Collaborates with community stakeholders to understand their needs and strengths, and how the Foundation can utilize and assist with common interests.
  
- Works with the Treasurer to provide donors with charitable receipts.
- Works with the Board to commence the development of systems for the Foundation, including email management, donor reporting and updates, etc.
- Responds to all enquiries related to the Foundation, Vital Signs, and other initiatives as they arise.
- Liaises with the Communications Committee to develop marketing tools, update and grow the marketing plan, utilize social media, and engage local radio/television media.
- Coordinates and supports Foundation events and the Events Committee, as well as the administrative duties related to these events.
- Performs other related duties as required by the Foundation.



**Qualifications:**

- Post secondary education in areas of community development, not-for-profit management, business or combination of education and experience.
- Minimum of three (3) to five (5) years' experience in community and/or not-for-profit organizations, including with Boards of Directors.

**Skills:**

- A demonstrated passion for “community building” in Centre Wellington.
- Experience working with and collaborating with stakeholder groups.
- Demonstrated relationship-building abilities with people.
- Entrepreneurial, resourceful, self-motivated.
- Excellent written and verbal communication and presentation skills.
- Excellent organizational and time management skills.
- Strong knowledge of applicable computer systems.
- Not-for-profit management systems experience is desirable.

**The contract position will average 20 hours per week for approximately 39 weeks at a rate of \$25 per hour. This position would be ideal for a professional working out of a home office at this time.**

Interested applicants should submit a covering letter and resume by email to the attention of Rick at Centre Wellington Community Foundations – [info@cwcfoundation.ca](mailto:info@cwcfoundation.ca) .

The application **deadline is Friday, April 15, 2016**. The Foundation thanks all applicants for their interest in this position and it is hoped interviews will be conducted before May 1, 2016.