

Fundraising Consultant

Job Title: **Fundraising Consultant**

Number of Positions: 1

Hourly Wage Rate: \$17.00

Number of Hours/Week: 30

Number of Weeks: 9

Anticipated Start Date: May 27th, 2024

Anticipated End Date: July, 26th, 2024

Epilepsy Durham Region

Epilepsy Durham Region (EDR) promotes independence and quality of life for individuals living with epilepsy in the Durham Region. We deliver education, support and social programs for people with epilepsy from youth to seniors, and for their family caregivers. Our goal is to create a barrier free community in which epilepsy is widely understood, and where persons affected by epilepsy and seizure disorders are empowered to live a life of support, dignity, and self-worth.

Epilepsy Durham Region is seeking team members who can contribute in a hybrid remote/in-person structure, with occasional evening and weekend hours for special events.

Tasks and Responsibilities

The Fundraising Consultant will be responsible for assisting EDR's Fund Development and Community Engagement Lead in all fundraising activities as well as working directly with the Executive Director to support local community fundraising and engagement events. They will be responsible for various tasks related to stakeholder communication, including conducting outreach to potential donors, sponsors, and partners, as well as supporting our communications specialist in content creation to enhance both online and in-person engagement. The Fundraising Consultant will have a key role in the planning and execution of both virtual and in-person events, including venue arrangements, sponsorship promotions, registrations, and budgets to ensure seamless event execution and positive attendee experience. In addition, the Fundraising Consultant will assist in managing and updating donor database software, inputting and organizing data related to fundraising activities, and generating reports to track fundraising progress. They will work collaboratively with the EDR team (Fund Development Specialist, Communications Specialist, and Executive Director) in a hybrid work environment to ensure effective organization communication and financial sustainability needs are met.

The Fundraising Consultant will have knowledge of non-profit organizations and fundraising best practices. They must also develop relationships with community partners, stakeholders, and donors. The Fundraising Consultant must work effectively with staff members using collaboration tools and a confidential and service-oriented approach and demeanor is required as they will be representing Epilepsy Durham Region in the broader community.

This position is being funded by the Canada Summer Jobs program, and as such, the following eligibility must be met:

- Be between 15-30 years of age, at the start of the funded position
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred
- Have a valid SIN

Education & Experience

The Fundraising Consultant requires Post-secondary degree in a related area or equivalent experience – e.g. Event Management, Public Relations, Communications, Business Development, Fundraising Management, Philanthropy, Digital Event Strategist. Experience and knowledge directly related to the essential job functions must be defined in cover letter.

Ideal Candidate

- Minimum two years professional experience / placement experience
- Demonstrated ability to work with stakeholders and the public
- Caring and compassionate by nature
- Excellent interpersonal, communication, and diplomacy skills
- Strong written and verbal communication skills
- Organized, self-directed with the ability to work well alone and as part of a team
- Demonstrated organization skills and the ability to effectively multi-task and triage
- Creative thinker and problem solver
- Highly focused on attention to detail
- Strong time management and administrative skills including planning and evaluation, budgeting, scheduling, project management, and assessment.
- Understanding and respect for diversity and those with disabilities
- Demonstrated knowledge in working with individuals that are part of a vulnerable community or are living with a chronic health condition
- Schedule flexibility based on events and engagement opportunities (e.g., evenings and weekends when required)
- Familiarity with non-profit operations, fundraising software, and donor management systems is preferred, but not a requirement

What soft skills are required for this position?

Teamwork - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

Communication - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

Digital Skills - Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.

Leadership - Leadership refers to a number of skills, including communication, relationship building, and the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

How to Apply:

Epilepsy Durham Region is committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the 2SLGBTQIA community.

If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox director@epilepsydurham.com.

Please submit your CV and a cover letter highlighting why you're the best candidate for this position to director@epilepsydurham.com by 4:59 pm EST on Friday, May 10th, 2024.