

306.222.3311 info@theprincessshop.ca theprincessshop.ca



Fundraising Coordinator

Fundraising Coordinator Position Job Description

Job Title: Fundraising Coordinator (FC) – based in Saskatoon

Purpose: The Fundraising Coordinator is responsible for the development, coordination and implementation of The Princess Shop's fundraising initiatives of The Princess Shop. The Fundraising Coordinator is responsible for the effectiveness, organization, growth and sustainability of these activities during her term.

Key Responsibilities:

In collaboration with the TPS team, the FC will plan, develop, manage and direct fundraising initiatives to:

- Raise funds to support TPS general operations through creative fundraising campaigns or events.
- Achieve fundraising targets set by the ED.
- Continually engage TPS and the business community in campaigns to raise awareness and funds.
 - Third Party Fundraisers
 - TPS fundraisers and campaigns
- Maintain existing fundraising initiatives.
- Generate new fundraising ideas that will then be discussed with the ED.
- Coordinate logistics as necessary for any fundraisers.
- Work in collaboration with the ED to seek opportunities to grow and sustain the program.
- Work with CC to implement communication aspects of fundraising campaigns and initiatives.
- Complete other duties as assigned to support all operations of TPS.

Please note, this role does not include coordinating the annual Glass Slipper Benefit for Princesses, but all other fundraising initiatives throughout the year.

Reports to: Executive Director of The Princess Shop

Position Term: The FC must commit to two graduation seasons to ensure sufficient volunteer turnover. Following the second graduation season and each subsequent summer, the FC can be reappointed for another year at the discretion of the ED. For example, if engaged in January 2015, the FC is asked to commit to July 31, 2016.

Qualifications:

- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs.
- A pleasant manner and patience, as well as drive, determination and passion!
- An ability to meet deadlines and prioritize, and is willing to put their responsibilities within this volunteer position first, on occasion.
- Experience working effectively both alone and within a team.
- Strong leadership skills.
- A personal emphasis on being dependable and a willingness to do what it takes to get results.
- An ability to self-motivate and can motivate others.
- Great attention to detail.
- Strong organization and time management skills.
- The resourcefulness and courage to be able to solve problems on the fly, take initiative, and take smart risks.

Interested in the Fundraising Coordinator volunteer position with The Princess Shop team? Send applications - including cover letter, resume and references - to Karen Robson, Executive Director of The Princess Shop. Apply by email to info@theprincessshop.ca or by mail to:

The Princess Shop
12- 1622 Ontario Avenue
Saskatoon, SK
S7K 1S8

Fundraising Coordinator, Saskatoon

Volunteer Position Description

Last updated December 23, 2014 by KK