July 25, 2017

 Job Posting- Fort McMurray

Position Title – **Fund Developer and Events Coordinator**

Scope

Reporting to the Executive Director, the Fund Developer and Events Coordinator is responsible for initiating income, generating events, and activities within the organization. The core accountabilities of this role are developing a respectful community**,** funder relationships, and producing events from conception through to completion.

Accountabilities
- Be a positive role model for staff, volunteers and community members.
- Promote community awareness of CMHA and establish collaborative partnerships with community members, funders, community groups, and other organizations to understand and implement community needs.
- Network with other organizations to align goals and initiatives.
- Research grants and other funding opportunities. Register and apply where appropriate.
- Develop communications to ensure attendance at various programs.
- Collaborate with other community organizations to promote and align various company initiatives with similar community initiatives.
- Coordinate and manage events in support of raising awareness and funds for the CMHA.
- Champion a culture of volunteerism. Recruiting and supervision of all volunteer activities.
- Marketing and public relations to promote and publicize events and awareness campaigns.
- Conduct pre- and post – event evaluations and report on outcomes.

Qualifications and Experience
- Bachelor's degree in business, management and/or related experience.
- A solid combination of skills, credentials, and 2+ years of experience.
- Skills in program development, implementation, marketing and promotion.
- The ability to work independently and as part of a team with enthusiasm and creativity.

Technical, Knowledge and Competency Requirements
- Advanced knowledge of MS office programs (word, excel, PowerPoint, outlook)
- Knowledge of accounting practices, principles and applications.
- Knowledge of financial reporting, budget development and cost/revenue analysis.
- Effective written and verbal communications skills.
- Decision making and problem solving skills.

Application Process

Submit a resume and cover letter to adminassistant@woodbuffalo.cmha.ab.ca Please put "**Fund Developer and Events Coordinator**" in the subject line. The attachments should be in MS word or PDF format. For more information, please email the above e-mail address.

Competition will remain open until a suitable candidate is hired.

Only successful candidates will be contacted.

Job posting will be open until a successful applicant has been chosen.