

Role Posting: Fundraising Organizer



Posted: July 6, 2021

Closing: July 19, 2021

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Fundraising Organizer

Location: Toronto

Duration: part-time placement (nine weeks with potential ext)

Start date: July 2021 negotiable

Salary: \$17.98 per hour (30 hour week)

Responsible To: Director of Development

L'Arche Toronto is seeking an energetic, compassionate individual who is willing to work alongside individuals with and without developmental disabilities. Under the supervision of the Director of Development, this position is responsible for helping with the coordination and support of the organization's fundraising and its fundraising events.

Duties and Responsibilities:

- Role requires orchestration and hands-on involvement in fundraising and event activities; research into corporate and business relationships along with the solicitations of monetary and in-kind support for sponsorships, auctions, fundraising activities, event marketing and outreach.
- This position is responsible for helping with soliciting sponsors, advertising, selling tickets, and covering the logistics of the event.
- Duties may include: • Help plan and coordinate fundraising events. • Solicitation of sponsorship for monetary and in-kind support. • Coordinating event timelines and associated staff activities to insure all elements of the event are delivered on time and in quality fashion. • Involvement in the production of all event materials (letters, invitations, posters, flyers, etc.). • Help organize and complete event mailers. • Build and search for new relationships. • Keep and update Constant Contact database. • Help send out Constant Contact messages on on-going basis for event updates. • Data entry and maintenance of the donor database.

Qualifications:

- Post-secondary education in fundraising or event management or equivalent
- Must be eligible for Canada Summer Jobs program and be between 18 and 30 years of age
- Fluent in spoken and written English and able to effectively articulate thoughts
- Clear police check including vulnerable sector screening
- Knowledgeable about L'Arche history, values and vision
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management
- Ability to take direction and follow-through on commitments in timely fashion
- Open to learn and grow; able to give and receive feedback

- Experience with donor databases

How to Apply:

Please apply with a resume and cover letter to the attention of caroline@larchetoronto.org by July 19, 2021.

L'Arche Toronto is located at 186 Floyd Avenue, Toronto M4Y 2J1 Learn more at www.larchetoronto.org