

36 rue Elgin Street, Second Floor, 2^e étage, Sudbury, Ontario P3C 5B4

EMPLOYMENT PACKAGE:

The following employment package contains information to apply for the position of **Fundraising and Event Coordinator**

The package contains (for your information):

1. **Job Description “Fundraising and Event Coordinator”**

Requirements for submission:

1. **Letter of Interest**

Your Letter of Interest should include:

- your interest in NISA’s mission and mandate
- your experience in fundraising
- your successes in project management, communications, etc.

2. **C.V. or Resume**

3. **You may also include for consideration any portfolio items or examples of event planning or fundraising work**

DEADLINE: February 20th 2023 by 4 pm. Send applications to sbrosseau@nisa.on.ca

Accommodations are available on request for candidates participating in this job competition, at all stages of the selection process. To request accommodations for this job application, contact Annette Babcock, Programs and Operations Manager 705-222-6472 ext. 305.

The statements in this job description reflect general details necessary to describe the principal functions of duties, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. This position is currently under review and may be subject to change. NISA is an organization run by and for consumers of mental health services. We develop occupational skills, nurture self-confidence, and provide resources for recovery, by creating opportunities for participants to contribute to their well-being and that of their community.

NISA is strongly committed to employment equity within its organization and reviews each applicant without discrimination due to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. NISA encourages all qualified applicants to apply.



Job Posting: Fundraising and Event Coordinator

REPORTS TO: Communications and Strategy Coordinator

HOURS AND REMUNERATION: Part-Time, Contract. 14-21 hours per week until early June 2023

POSITION SUMMARY:

NISA/Northern Initiative for Social Action is seeking to hire a Fundraising Event Coordinator to organize our participation in a national fundraising and mental health awareness initiative called Defeat Depression. The Defeat Depression event will take place in Sudbury and across Canada on Saturday, May 27, 2023.

DUTIES AND RESPONSIBILITIES:

- Project management of the 10th Annual Sudbury Defeat Depression Walk/Run fundraising event and awareness campaign (to take place on May 27, 2023).
- Recruit and engage with Sudbury Defeat Depression committee members in planning the event and any pre-event fundraisers.
- Recruit and coordinate volunteers for the walk/run event and any fundraisers leading up to the event as needed.
- Work with the Defeat Depression Committee and Sponsorship Coordinator to assist in securing donations and sponsorships from individuals and local businesses/organizations.
- Identify and build relationships with community supporters.
- Promote awareness of the event and encourage participants to register through the Sudbury Defeat Depression social media channels, advertising opportunities, local media, and by attending community events.
- Work in collaboration with NISA communications staff to ensure the organization's mission and messaging are communicated consistently in connection to the fundraiser.
- Work with NISA staff, members and Board as needed to ensure adequate support and involvement in the event.
- Ensure NISA meets logistical, contractual, and other requirements in preparation for the event.
- Assist in coordinating the transportation or delivery of materials, supplies, or donations for the event.
- Attend weekly 1-hour teleconferences with the national Defeat Depression team and other cities organizing events across Canada.
- Prepare a post-event report and assist with a post-event survey.

QUALIFICATIONS:

- Ability to work evenings and weekends when required.
- Experience in fundraising, event planning, community engagement, volunteer coordination or marketing is required. A degree or certificate in communications, public relations, marketing, or event planning is an asset. Individuals with different educational backgrounds or relevant work experience will also be considered.
- Excellent communication skills in English, written and oral, are required; bilingualism is considered an asset.
- Proficient computer skills, including Microsoft Word, Excel, Outlook, and social media platforms. Graphic design experience with Adobe InDesign or an online free service like Canva is an asset.
- Personal lived experience with mental health challenges/mental illness is viewed as an asset to this position, and we encourage people to self-identify in the recruitment process.
- Vehicle and valid driver's license are an asset.