



POSITION: DEVELOPMENT AND FUNDRAISING EVENTS COORDINATOR

STATUS: Temporary Full-Time (12 Months)

ORGANIZATION:

Unionville Home Society (UHS) is a not-for-profit charitable organization located in Unionville that has provided leadership in service to seniors since 1967. Unionville Home Society and its affiliate corporations operate a long-term care home, a community center, an adult day program, geriatric outreach services and a life-lease building. In addition, it provides community support services such as adult day programs and geriatric assessment services. The campus of care is a vibrant environment, and our vision is to develop a progressive community where older adults thrive; age well and live better.

The Unionville Home Society Foundation reaches out to the local and corporate community seeking financial support to directly impact and provide essential support as we invest in programs and services that will enrich and enhance our seniors' experience.

POSITION SUMMARY:

Reporting to the Director, Development and Communication. The Development and Fundraising Events Coordinator will serve as a vital member of the Development and Communications team to provide comprehensive administrative support, including gift processing and data entry, donor stewardship and recognition, fundraising and event support to the Unionville Home Society Foundation (UHSF).

ROLES & RESPONSIBILITIES:

Fundraising:

- Assists in developing and implementing the overall campaign plan include annual giving, direct mail campaigns, special events, planned giving, and others as needed
- Manages the operations of gift processing and donor acknowledgment, including tax receipting, drafting and mailing of donor communications, pledge reminders and other periodic donor-centric reporting
- Supports, as needed with the planning and execution of all fundraising events including but not limited to sponsorship and event silent auctions. i.e. prospecting, solicitation, coordination of donations and database management
- Maintain and update the fundraising database including stewardship information and donor interests
- Assist with preparation of department-related reports, such as department timelines, Risk Assessment, Funding Priorities.
- Assist in updating policies and procedures manual for the UHS Foundation
- Provides support to the Director with donor retention through moves management
- Research grant opportunities; prepare grant applications that meet the mission and vision of UHS

Financial:

- Generates regular department financials and reconcile revenue reports as required in collaboration with the accounting department.
- Prepare and ensure variance analysis and key performance indicator reports
- Prepare annual receipt reports (calendar and fiscal) for accounting and audit review
- Responsible for foundation accounts payable functions (e. invoices)

Event Management

- Assist with the planning, coordination, and execution of Unionville Home Society Foundation's three (3) signature fundraising events (Garden by the Greens, Golf Tournament, Dinner Party) and other fundraising initiatives.
- Assists with event logistics, marketing, event budget, post event evaluations
- Support volunteer committees

Required Education & Experience:

- Diploma\Degree in a related field
- 2 years of fundraising experience and fundraising event support
- Proficiency in Microsoft Office Suite
- Experience in fundraising and accounting software, preferably Donor Perfect and Sage Intacct
- Experience working with all social media platforms, Word Press, Constant Contact, an asset
- Customer service, and working with volunteers is an asset
- Previous experience in a non-profit/charity organization

Required Knowledge, Skills and Abilities:

- Outstanding organizational skills and ability to manage multiple, often competing, priorities and responsibilities
- Ability to work in a fast paced, deadline driven environment.
- Exceptional communication skills with the utmost of tact, diplomacy and discretion

A valid Vulnerable-Sector Police Record Check and a valid 2-step Mantoux (TB) skin Test are all required as part of the recruitment process.

Interested candidates should email a cover letter and resume indicating "Development and Event Coordinator" in the subject line to: careers@uhs.on.ca

We appreciate the interest of all applicants however it is our practice to contact ONLY those candidates who are chosen to proceed to the interview and selection process.

Unionville Home Society is committed to fostering an inclusive and accessible environment. UHS provides employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Furthermore, UHS is committed to diversity and welcomes all applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our community. Please advise careers@uhs.on.ca if you require accommodation.

LAND ACKNOWLEDGEMENT

Unionville Home Society acknowledges the traditional territories of the Anishinaabe Peoples, the Haudenosaunee Peoples and the Huron Wendat and recognizes their stewardship of the land and its resources. This territory is covered by Treaty 13 and the Williams Treaty and according to the "one dish, one spoon" concept of environmental stewardship, all people living on this land have the responsibility to ensure that the dish will never be empty.

All of us at Unionville Home Society take pride in the rich indigenous history of the land and are committed to building a brighter, more honest, more inclusive future where Indigenous perspectives are recognized within Markham's diverse tapestry of communities.