

Job Title: Ottawa - Events and Donor Relations Coordinator

Job Description:

Their Opportunity, a children's charity dedicated to providing access to sports programs for underserved youth, is seeking an enthusiastic and dedicated individual to join our team as an Events and Donor Relations Coordinator. In this role, you will have a primary focus on organizing and supporting fundraising events, building relationships within the Ottawa community, particularly in the sports industry, and nurturing donor relationships. Your efforts will contribute to the success of our fundraising initiatives and help create opportunities for deserving children to participate in sports programs.

Responsibilities:

- Plan, coordinate, and execute fundraising events in the Ottawa area, including managing logistics, securing venues, coordinating volunteers, and overseeing event promotion.
- Develop and maintain relationships with key stakeholders in the Ottawa sports industry including community organizations, businesses, and potential sponsors.
- Collaborate with the program team to identify fundraising opportunities within the sports community and explore potential partnerships.
- Assist in developing and implementing fundraising strategies to maximize donor engagement and revenue generation.
- Cultivate and steward relationships with existing donors, ensuring timely and personalized communication and recognition of their support.
- Research and identify new donor prospects, including individuals, corporations, and foundations, with a focus on building a strong network of supporters.
- Conduct donor outreach and solicitations, both in person and through written communications, to secure financial contributions and sponsorships.
- Prepare fundraising materials, proposals, and reports for donors, sponsors, and stakeholders.
- Maintain accurate donor and sponsor records, ensuring proper data management and adherence to privacy regulations.
- Support social media and marketing efforts to promote fundraising events and engage the Ottawa community.
- Attend all Ottawa 1st and 3rd events.
- Assist in volunteer recruitment, coordination and appreciation efforts for events; other charity initiatives.

Requirements:

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [link: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02>])
- Proven experience or strong interest in event planning, fundraising, and donor relations.

- Excellent interpersonal and relationship-building skills, with the ability to engage and connect with diverse stakeholders.
- Strong written and verbal communication skills, including the ability to tailor messaging to different audiences.
- Exceptional organizational and time management skills, with the ability to multitask and prioritize effectively.
- Knowledge of the Ottawa sports industry and familiarity with key players and community organizations is an asset.
- Proficiency in social media platforms and digital marketing techniques.
- Reliable and punctual, with a strong commitment to meeting deadlines.
- Access to reliable transportation for occasional travel within the Ottawa area.

Terms of Employment:

Position: Events and Donor Relations Coordinator

Employment Type: Contract (Canada Summer Jobs Program)

Duration: 8 weeks, from June 1st to August 31st, 2023

Hours: 35 hours per week

Compensation: \$15.50 Hourly

About Their Opportunity:

Their Opportunity is a national registered children's charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 45,000 children & affected thousands more through our Giveback Program; translating to 585,000+ hours of sport & recreation and 157,500+ hours of community service or engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to "pay it forward" within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Matthew Cronin at Claudia@theiropportunity.com, with "Ottawa Events and Donor Relations Coordinator" in the subject line.

Contact Information:

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