

Job Posting

#22.86 Community Relations Coordinator

This posting is open to all qualified applicants.

Our Place Society is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

Reporting to the Manager of Special Events and Corporate Philanthropy, the Community Relations Coordinator will coordinate key Our Place outreach campaigns and assist with major events and securing in-kind and product donations. The position will help with developing strategies and programs for acquiring, stewarding, and upgrading corporate donors and sponsors as well as outreach to community and faith organizations for product drives and third-party events in support of Our Place Society.

Duties and Responsibilities:

- Assist the Manager of Special Events and Corporate Philanthropy and fund development team with the planning and implementing of several fundraising events and campaigns
- Coordinate event plans and draft sponsorship agreements
- Assist with development of marketing materials for special events and fundraising campaigns
- Schedule, liaise with and greet Our Place meal sponsors and provide tours of Our Place locations and services.
- Greet and develop relationships with non-financial donors of product drives (tenant supplies, clothing, sock drives, food, etc)
- Expand relationships with business, community, and faith organizations in Greater Victoria
- Provide creative and administrative support to special event committees
- Negotiate with and coordinate event suppliers or vendors (venues, food, décor, sound equipment etc)
- Work with established creative design / brand elements to create event marketing collateral (e.g. Invitations, posters, post cards, mass emails etc)
- Coordinate and train campaign volunteers
- Work with businesses and community organizations to organize product drives and third-party events undertaken in the name of Our Place

- Assist with phone calls to donors (fundraising, thank you campaigns, event promotion and follow up)
- Initiate and respond to school, service clubs, faith groups and community groups' requests for information and presentations
- Provide prospect research for new business and community group partnerships and leads
- Provide administrative support (eg answering of phones, collecting of donations, data entry).
- Coordinate recognition of corporate and private donors (social media shout outs, plaques, certificates etc)

Qualifications:

Education and Experience:

- Two years of fundraising, marketing and event experience or an equivalent combination of education and experience.
- Experience/training in using a customer relations database to track contacts and results (Raiser's Edge preferred).

Skills and Abilities:

- Strong ability to present ideas in a clear, concise, and engaging manner
- Self-motivated with the ability to develop measurable outcomes and achieve results
- Able to work independently and as part of a team
- Excellent interpersonal, public speaking, and written communication skills
- Attention to detail for tracking progress and appointments
- Excellent computer skills and proficient use of Microsoft Office applications; MS TEAMS, and social media platforms
- Graphic design experience is an asset

Working Conditions

- **Shifts:** 26 hours per week. Shifts will be determined based on operational requirements and applicant's availability.
- May be required to work occasional hours on weekends and holidays during events.
- **Compensation:** \$20.32 - \$24.27 depending on qualifications.
- Excellent employer paid benefits after successful completion of 3 months of employment.
- **Start Date:** August 29 ideally

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday, August 26, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.86 Community Relations Coordinator" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.