



EMPLOYMENT OPPORTUNITY  
Fundraising and Events Coordinator  
LONDON, ON

**Posting Date:** Thursday, July 15, 2021

**Posting ID:** 041

AtlohSA Family Healing Services is seeking a motivated and dynamic individual to fill the role of **Fundraising and Events Coordinator**. The Fundraising and Events Coordinator is accountable for supporting the development and implementation of all fundraising initiatives and event plans.

**Suitability**

- Demonstrated knowledge and understanding of the languages, traditional ways, history and cultures of the Indigenous population in the London region.
- Fundraising and event management experience required (4+ yrs)
- Support the development and execution of event processes, venue coordination, themes, décor & collateral.
- Booking and managing performers, Honoured guests, visiting Elders & Knowledge Keepers.
- Organize volunteer support for events as required.
- Monitor event budgets, invoice tracking, coordinate planning meetings, and manage guest lists.
- Liaise with event committees, internal departments, external stakeholders, and sponsors.
- Work with communications to develop marketing communications plan, web content, social media, press materials, announcements.
- Support and develop new fundraising initiatives.
- Assist with gift in-kind solicitation.
- Support corporate sponsorship solicitation and prospecting.
- Assist with sponsorship package development, partnerships, and fulfillment.
- Support sales tracking and development of event evaluation reports/recaps.
- Respond to public inquiries about events/fundraising initiatives efficiently and professionally.
- Supporting stewardship and letters of thanks to sponsors, donors, and partners
- Assist with data entry and other administrative duties as required.
- Support the development of research for potential fundraising events/programs.
- Demonstrated interest in and knowledge of industry trends.

**EMPLOYMENT TERM:** Part-Time

**START DATE:** Immediately

**CLOSING DATE:** Friday, July 30, 2021 at 5:00 p.m.

**REMUNERATION:** Commensurate to experience

Individuals of Indigenous Ancestry are strongly encouraged to apply. AtlohSA supports diversity in all its various manifestations, however, preferences will be given to qualified, Indigenous applicants.

**Please submit a cover letter and resume or referral to:**

AtlohSA Family Healing Services Inc.

2212 Elm Ave

Southwold, ON N0L 2G0

**Tel No.** 519-438-0068 | **Fax No.:** 519-438-0070 | **Email:** [jobs@atlohSA.com](mailto:jobs@atlohSA.com)

*Full Job Description Available Upon Request. We thank all those who apply however only those selected for an interview will be contacted.*