



Position: Volunteer and Fundraising Coordinator

Organization: Oakvillegreen Conservation Association

www.oakvillegreen.org

Location: Oakville, Ontario

Oakvillegreen Conservation Association is a not-for-profit environmental organization with a vision to make Oakville a living city with enhanced natural diversity, stronger connections between natural areas, and healthier green spaces. We have been working since 2000 to reconnect people to the natural environment in their community through education, advocacy and opportunities for hands-on action.

We are seeking an energetic, skilled communicator to act as our new Volunteer and Fundraising Coordinator. The ideal candidate will possess superior interpersonal skills, event management experience and will have a passion for helping to mobilize the community.

Overview of Position

The Volunteer and Fundraising Coordinator will play a key role in building the future of Oakvillegreen by strengthening the organization's community outreach capacity, boosting volunteer engagement and donor participation. In this position you will work closely with the Program Manager to serve as the primary point of contact for Oakvillegreen's volunteer program. You will lead the development of creative outreach ideas to widely promote the volunteer program, track volunteer engagement and maintain the systems necessary to support volunteerism with Oakvillegreen.

During the volunteer off-season, you will play a key role supporting Oakvillegreen's fundraising activities, acting as the key liaison with donors, coordinating donor communication and creating innovative fundraising campaign ideas. You'll develop compelling fundraising content, and track supporter data in our newly implemented database.

Your ability to communicate and coordinate effectively to recruit volunteers and inspire donors is your most important asset in this position.

Summary of Major Tasks

Volunteer recruitment and engagement (40%)

- Coordinate on-the-ground volunteer engagement at Oakvillegreen treeplanting, stewardship and other events, leading volunteer registration and safety training (Spring and Fall)
- Recruit volunteers for Oakvillegreen events by conducting community outreach and devising creative methods to increase engagement (e.g. social media challenges)
- Manage, track and respond to incoming volunteer inquiries from individuals, community and corporate groups
- Create volunteer call-out advertisements on Oakvillegreen's website and social media
- Establish and manage a new volunteer events calendar on Oakvillegreen's website
- Work with Oakvillegreen program staff to create and promote new volunteer opportunities, and match volunteers to suitable roles
- Coordinate volunteer recognition, stewardship and incentive program activities, and support the evaluation of volunteer engagement activities
- Represent the core values of Oakvillegreen in the community

Fundraising Support and Coordination (40%)

- Process gifts and product sales/program fees from all online and offline channels
- Coordinate donor stewardship activities, ensuring prompt and appropriate acknowledgement of all gifts
- Assist in the development of written fundraising materials and templates (thank you letters, proposals, presentations, blog and newsletter content, e-campaign materials)

- Conduct research to identify suitable funding prospects and track funding deadlines
- Develop and coordinate creative fundraising campaigns to attract new individual donors

Database Administration & Support (20%)

- Help to establish Oakvillegreen's new volunteer and fundraising database system to manage Oakvillegreen's supporter base
- Enter and maintain donor and volunteer contact information and gift records with attention to consistency and accuracy, and adherence to privacy requirements
- Create and maintain database fields to reflect constituent and gift information, including revenue coding structures
- Produce database reports to support volunteer engagement and fundraising efforts

Qualifications - Required

- Experienced in volunteer recruitment, volunteer management and coordination of community events
- Exceptional interpersonal skills, with the ability to build genuine and meaningful relationships with stakeholders while maintaining discretion, confidentiality, and sound judgement
- Excellent communication skills, both verbal and written, with strong computer skills including competence with G Suite, all MS Office applications
- Familiarity with fundraising tasks, including prospecting, proposal-writing and reporting
- Experience with marketing to a diverse audience, developing key visuals and messaging to promote volunteer and donor participation
- Experienced using social media tools (Facebook, Instagram, Twitter)
- Familiar with fundraising and volunteer databases (Sumac, Raiser's Edge, Salesforce) and data entry functions
- Ability to manage multiple tasks, with strong attention to detail and highly developed organizational skills
- Proactive and able to spot opportunities to make improvements and build in efficiencies
- Diplomatic nature, can handle simple conflict situations with sensitivity
- Proven ability to work independently while contributing to a team environment
- Physically able to handle lifting and outdoor work in inclement weather conditions
- Valid vulnerable sector screening report (will be requested on offer of hire)

Qualifications - Desirable

- Completed university or college education, preferably in a related field such as volunteer management, fundraising, public relations, teaching, environmental science, community development, or communications
- Graphic design and website experience
- Relevant experience using volunteer management software
- Knowledge and understanding of environmental issues
- Experience working in a non-profit environment
- Emergency First Aid + CPR and AED Certification
- Bilingualism is an asset

Position Details

This is a part-time (20 hours per week) position offered as a one-year contract with opportunity for renewal. It is a remote, work-from-home position with some in-person hours required at volunteer events in Oakville, Ontario. Occasional weekend and evening hours will be required. Own transportation is required, within the Oakville/Halton area.

This position will report to the Executive Director. Compensation is commensurate with experience.

To apply: Please send a resume and cover letter in PDF or Word format to Melanie Rose, Executive Director at melanie.rose@oakvillegreen.org Please quote "Volunteer and Fundraising Coordinator" in the subject line of your application email, as well as in the resume/letter.

The application deadline is 5pm on Friday, February 5th, 2021, however; applications will be reviewed as they are received. We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.