**Canada Summer Job Posting**

**Position: Development & Event Planning Coordinator   
 (Canada Summer Jobs Contract)**

**Reports to: Manager,** **Donor Relations & Grants**

**Period: May 27th to August 23rd, 2019 (12 weeks)**

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#### Objective of the Position:

This position is for approximately 12 weeks at 30 hours per week. Reporting to the Manager, Donor Relations & Grants, the Coordinator will work assist the Foundation staff with the planning, communication and organizational aspects of two key events/initiatives: 20th Anniversary celebration and People Power 2019.

**Overall Duties & Responsibilities:**

**Event organizing & communication**

* Assist Foundation staff with planning logistics for two key events/initiatives for 2019; This year Burlington Foundation is celebrating our 20th anniversary. As part of the celebration, we will be hosting an exclusive event celebrating this milestone. Our People Power event returns as well for 2019, where we’ll celebrate the granting of gifts to winning community charities from our corporate program, Brilliant Business Circle
* Support Foundation event communication and/or marketing efforts through email, social media and web

• Support team in developing and securing live auction packages and aiding in other fundraising and donor initiatives as needed

* Provide administrative support related to events
* Undertake other tasks as required

**Fund Development & Research**

* Conduct donor research & identify new prospects
* Outreach & engagement with donors (new and current)

**Qualifications and Skills**

The successful candidate should possess the following professional qualifications and skills:

* Having completed or currently completing a post-secondary program related to fundraising, community relations, communications, marketing or business
* Past experience in the charitable sector an asset
* Must adhere to high standards of service excellence, responsiveness and integrity
* Must exercise discretion with confidential information and demonstrate good judgment in working in an inclusive community
* Strong administrative, analytical, and organizational skills with a high level of accuracy
* Self-starter and someone who takes initiative
* Strong communication skills, both verbal and written
* Energetic, with effective organizational and time management skills including the ability to manage several priorities at the same time
* Must be proficient with Microsoft Office
* Experience with social media, customer relationship software, WordPress, Eventbrite, Survey Monkey, Adobe Illustrator and Mail Chimp an asset

**About Burlington Foundation**

Burlington Foundation is a registered charitable organization started by key business leaders and donors in 1999 to bring positive, long lasting change in and around the Burlington community by amplifying charitable giving. 2019 is a very exciting year for Burlington Foundation as we’re celebrating our 20th anniversary.

We are 1 of 191 community foundations in Canada. By working together smartly with our donors and partners in the community, we are able to make the most of collective giving of time, talent and treasure – creating an ever-expanding ripple effect of positive change. This is what we call giving brilliantly.

If you are passionate about making a real difference in our city, and in the lives of those most vulnerable in our community, we invite you to consider joining our team. By contributing your skills, passion, talent and ideas you can be part of our team, helping to build legacies that contribute to a healthy and vibrant Burlington community.

Please submit a resume & cover letter to [lsharmaseth@burlingtonfoundation.org](mailto:lsharmaseth@burlingtonfoundation.org) by Friday, May 10th, 2019 at 5:00pm.

No phone calls please. Only those selected for an interview will be contacted.

Thank you for your interest in working with us!