



Make-A-Wish® creates life-changing wishes for children with critical illnesses. We seek to bring every eligible child's wish to life because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight their illness.

Make-A-Wish® Canada is an affiliate of Make-A-Wish® International, the largest wish-granting organization in the world, making dreams and wishes come true for more than 500,000 children since 1980.

Join our team as a:

Development Coordinator
Sydney, Nova Scotia (Working remotely temporarily during COVID-19 Pandemic)
Regular Fulltime (37.5 hours/week)
Reference #: MW031

JOB SUMMARY

This position has two main facets – 1) securing corporate and individual giving for the Nova Scotia Chapter. And 2) managing and coordinating of All assigned events within a Chapter Office, including the planning, execution and follow up of events. This includes, but is not limited to; securing sponsorship, media relations, donor development and researching opportunities to develop events increasing chapter revenue. Acting as a representative of the Foundation, this position safeguards the interests of the Foundation, the Wish Families and event participants by following established procedures and guidelines ensuring the quality of every event and all sponsorships. This position may be responsible for supervising/managing paid support staff/volunteers.

PRIMARY RESPONSIBILITIES

- Identifying and inspiring potential corporate and individual donors for the Chapter.
- Applies event management principles and processes to manage the full cycle of events at the chapter level (e.g., Golf tournament, Pumpkin Walk, Wish Maker Walk, Gala's, etc.) ensuring high standards for all events are met.
- Develop strong working relationships with internal and external stakeholders (National Office, Chapter Offices, volunteers, suppliers, sponsors, donors, community liaisons, media community leaders etc.).
- Utilizes high degree of creativity in the development and design of marketing and promotional material including PSA's, press releases, brochures and other material for social media and traditional media.
- Collaborates with internal departments to assist with development or coordination of material for Wish Stories and other development and communication material/literature of a timely basis which may include social/marketing media.



- Establishes and provides support to event committees as required to ensure success of events (e.g., guidance, materials, staff/volunteers, timelines, etc.).
- Use existing Wish Granting database and work in collaboration with Wish Granting staff to identify appropriate Wish Families for event participation.
- Collaborates with the Chapter Director in identifying opportunities for development and growth in sponsorship, awareness and donations (e.g., sponsorships for; event décor, silent auction, prizes, food and drinks, entertainment, supplies, equipment, venues, etc.)..
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations, and complies with the Foundation's Health & Safety Policy.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary education in fundraising/business or an equivalent combination of education, training and experience.
- Must be proficient with social media platforms – Facebook, Twitter and Instagram.
- 2 -3 years working experience in the fundraising area (events, campaigns and working with volunteers), preferably in a multi-level organization within diverse communities. Supervisory experience is an asset.
- Ability to work independently and on various tasks simultaneously.
- Demonstrated experience in overseeing tasks of others and to work with others on a job to achieve the best results.
- Must be highly motivated and enjoy working in a fast-paced environment.
- Good oral and written communication, interpersonal and presentation skills. Ability to speak to groups of people in a variety of settings.
- Demonstrated experience in problem solving and good judgement.
- Demonstrated time-management and organizational skills. Flexibility with changing priorities and ability to remain focused to meet targeted timelines.
- Proficient in MS Office (Outlook/Word/Excel).
- Demonstrated experience in using databases and ability to be able to train on databases; and the ability to learn and adapt to new technology.
- Positive attitude; ability to take responsibility and be accountable; ability to deal with change in the workplace and be innovative; respect for others.
- Valid driver's license and access to a reliable vehicle.

WORKING CONDITIONS

- Primary responsibilities are carried out in the Chapter Office, however, regularly required to be out of the office for visits with sponsors and donors, for site visits and attending events in the community.
- This position is required to work outside normal office hours during peak season.



PHYSICAL & MENTAL EFFORT

- Works under pressure at peak times of the year with tight deadlines, high volume workload, and with multiple demands, changing and overlapping priorities.
- Works under high degree of pressure on day of events to ensure logistics and all aspects of events are carried out successfully.
- May be exposed to sensitive situations regarding wish children and families.
- Physical activity may include lifting of boxes with materials, setting up equipment, etc.

WHAT WE OFFER

Make-A-Wish® Canada offers meaningful opportunities to make an impact. We are committed to fostering a culture that aims to change lives, foster compassion and better humanity.

In return for your contributions, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **Development Coordinator, Posting MW031** in the subject line of the email by August 2, 2021 to:

Make-A-Wish® Canada
Human Resources Department
Hr.Recruitment@makeawish.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

Make-A-Wish® Canada provides equal opportunity in employment and encourages applications from all qualified persons. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at makeawish.ca.