



LOCH LOMOND VILLA FOUNDATION INC. JOB POSTING - FULL TIME

DEPARTMENT:	Loch Lomond Villa Foundation
JOB TITLE:	Foundation Coordinator
SUPERVISED BY/REPORTS TO:	Foundation Board Executive
CLOSING DATE:	August 16, 2019

If you are looking to make a real difference in the lives of seniors living in our community, then we are the organization for you!

The Loch Lomond Villa Foundation's mission is to "improve the quality of life for the residents and families of Loch Lomond Villa." Established in 1994, the Foundation is responsible for all fundraising initiatives for the Loch Lomond Villa Foundation and Loch Lomond Villa.

Loch Lomond Villa has played an essential leadership role in the delivery of long-term care in our community for more than four decades. As a nationally Accredited home through Accreditation Canada, as well as being the largest Planetree Certified Person-Centered Continuing Care Community in the world, we are a community of care providers committed to enhancing the lives of the more than 400 people who call the Villa home. This comprehensive approach ensures residents receive the most innovative and expert care possible, while keeping our focus exclusively on the individual.

The Foundation Coordinator will be directly responsible for the development and implementation of all fundraising activities including but not limited to; cultivating existing and prospective new donor relationships, organizing and managing all fundraising events, managing the annual giving program, researching and writing grant proposals for funding, while managing the day to day operations and administrative tasks of the Foundation.

Reporting to a volunteer Board of Directors, the Coordinator is responsible for following the strategic plan and goals set by the board, revenue generation, financial management, organizational development, staff/volunteer management and program operations. The successful candidate must work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned by the Board of Directors.

JOB SPECIFIC DUTIES and/or RESPONSIBILITIES:

- Achieving fundraising targets set for the year.
- Organizing the Annual Spring Fundraising Dinner and Auction.
- Development of an annual plan detailing the work the Foundation will accomplish including a time table of scheduled work.
- Managing all Foundation communication; maintaining donor relations, follow up communication etc.
- Research and prepare grant proposals for funding.

- Responsible for researching and cultivating donors through multiple venues.
- Recruitment of Corporate sponsors for Foundation events.
- Managing the financial operations of the Foundation including but not limited to: preparation of monthly financial statements, accounts payable/receivable, preparation and monitoring of annual budget.
- Management of the Foundation Office administrative tasks.
- Preparation for Board meetings and liaison with Board Members.

QUALIFICATIONS:

- Bachelor's Degree in business or finance combined with 2-3 years' experience in fundraising.
- Strong written and oral communication skills in order to successfully interact with stakeholders, including but not limited to: individual donors, corporate donors and volunteers.
- Previous experience in grant proposal writing and submissions.
- Customer-service focused, collaborative, and strong interpersonal skills
- Successful experience in developing, cultivation and solicitation strategies.
- A self-starter attitude and the ability to take initiative to independently problem solve
- Occasional weekend and/or evening work requiring some flexibility.
- A valid driver's license and access to a personal vehicle
- Must provide a Criminal Record Check/Vulnerable Persons Check
- Advanced computer skills including Microsoft Word, Excel, PowerPoint, GiftWorks and Simply Accounting.
- Strong understanding of non-profit, volunteer-based organizations.
- CFRE certification is an asset

The salary range for this position is dependent on qualifications. **Applicants are asked to submit a cover letter and resume by the application deadline of Friday, August 16th at 12:00 noon to Bwilkins@lochlomondvilla.com**

We thank all applicants who apply but advise that only those selected for an interview will be contacted.