

RESOURCE DEVELOPMENT ASSOCIATE JOB DESCRIPTION

The Resource Development Associate works directly with the Manager of Resource Development to achieve the fundraising goals of the Winnipeg Folk Festival. He/she will implement sponsorship activation programs, donor stewardship activities and other fundraising activities identified in the fundraising plan.

The Fundraising Associate will:

- Schedule meetings for sponsors, funders, donors and volunteers as needed
- Prepare sponsor contracts identifying all commitments for each party
- Monitor fulfillment of these commitments and ensure invoices are issued
- Maintain sponsor files and donor database
- Maintain tracking of sponsorships and prepare monthly reports
- Plan and implement annual fundraising raffles on site, including licensing, prize solicitation and on-site coordination
- Process all donations and fundraising revenue including Sponsorship, Corporate Donations, Individual Donations and Special Events. Generate and distribute correspondence and tax receipts for each in a timely manner
- Provide monthly reports for donations
- Gather information for grant applications and maintain funder files
- Prepare material for Sponsor Kits including recognition vehicles and benefits for donors and sponsors
- Coordinate mailings for donor campaigns and special events
- Provide support and input into website content to ensure that high quality content is posted on the site in a timely fashion. Proofread materials to ensure quality and appropriateness.
- Development of social networking fundraising opportunities through facebook, Twitter, etc.
- Assist with special event coordination and donor hosting
- Research potential new sources of funding through grant sources and sponsorships

The ideal candidate will possess the following skills and competencies:

- Minimum of 2 years working in the fundraising field
- Experience working with a charitable database
- Experience with running and organizing successful special events
- Experience working with donors and volunteer
- Strong interpersonal and writing skills
- Work well in a team environment
- Ability to take initiative and work independently

- Excellent analytic and problem solving skills
- Strong data and information skills
- Strong attention to detail
- Mature with sound judgment
- Ability to maintain confidentiality, discretion and diplomacy
- Ability to consistently meet deadlines
- Work well in a busy environment
- Positive attitude
- Excellent computer skills including experience working in a MAC environment, Microsoft office and donor tracking software

How to Apply :

Please send a cover letter, resume and three references to resume@winnipegfolkfestival.ca by January 20, 2010 with Resource Development Associate in the subject line. Salary is commensurate with experience.