



Keeping families close

Ronald McDonald House Charities® Newfoundland and Labrador Community Relations Coordinator

Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL) is located in St. John's near the Janeway Children's Hospital. Ronald McDonald House offers accommodations to sick or injured children and their families who must travel to St. John's for medical reasons. Operated by a small staff and supported by dedicated volunteers, we seek the services of a full-time **Community Relations Coordinator**.

This position is unique - a career with real meaning and sense of purpose. Whether you are working with another non-profit in fund development; or sales, a relationship manager at a corporation or a recent graduate wanting to apply your event coordination and sales experience - you are someone driven by the need to work for a place with purpose. You want to grow your career in the non-profit sector working at the grassroots level with volunteers to meet and exceed fundraising targets. You can see the big picture and break it down into details to solve problems proactively and push your donation goals forward. You have the spirit and the hustle to drive donations through the coordination of dozens of events; customizing your approach throughout the province to ensure corporate and community engagement. If you're a professional seeking a position where you can make a difference in the lives of sick children every day, this position is for you.

Reporting to and working closely with the **Director, Development & Communications**, the **Community Relations Coordinator** key responsibilities include:

- Promote Ronald McDonald House Charities mission, and invite others to become involved in a way that is meaningful to them;
- Manage a portfolio of ongoing third party corporate/community events;
- Develop, maintain, engage, recognize and grow corporate partnerships and community supporter relationships;
- Coordinate and execute community based fundraising activities by stewarding and building relationships within the community;
- Coordinate and execute corporate giving and fundraising, by stewarding and building relationships with the business community
- Foster a strong community of engagement. Ensure the continued growth and success of community and corporate fundraising initiatives by:
 - Actively participate in local networking and business events that enhance Ronald McDonald House Charities community presence.
 - Create an exceptional experience and positive interactions with volunteers, participants, donors and partners.
 - Train and work alongside an appropriate mix of volunteers to support fundraising and community engagement activities.
 - Collaborate with the Director of Development to strengthen corporate and community giving.
 - Build, manage and sustain the internal business relationships necessary to support achievement of fundraising goals.
- Generate revenue through coordinated fundraising activities. Meet approved annual fundraising goals by planning and executing community Fundraiser initiatives.
- Recognize, encourage and reach out to community members with the goal of acquiring new local participation and donations;
- Work closely with the Director of Development & Communications to manage a promotion and communications plan for each community event.

- Work with the Director of Development & Communications to deliver a variety of presentations to workplaces, community groups and schools;
- Support and inspire community event organizers, participants and volunteers to be successful in their desire to support RMHC. Assist community event organizers with online fundraising.
- Troubleshoot and anticipate program participant needs and proactively search for solutions to ensure participant expectations are met or exceeded.
- Work with Director of Development to plan and influence fundraising results and relationships.
- Prepare bi-weekly status summaries and update reports for review with the Director of Development

Preferred Qualifications:

The ideal candidate will have fundraising/event planning experience in the not-for-profit sector.

Preferred qualifications include:

- Post-secondary education in fundraising, communications, marketing and/or administration;
- Minimum 1+ years in fundraising, sales and marketing, and/or account management. You know how to increase volunteer engagement and work with diverse stakeholders. Event planning and/or project management experience would be an asset.
- Relationship building expertise. You can gain the trust of community, business and school audiences, deepening existing and growing new relationships. You can inspire action, build momentum and encourage participation.
- Basic accounting skills required;
- You can effectively promote opportunities and partnerships through excellent public speaking, presentations and face-to-face networking. You have outstanding written and verbal skills.
- Proactive, goal-oriented and creatively resourceful.
- You are comfortable working as part of a fast-paced team. Able to manage a demanding schedule and prioritize responsibilities. Able to manage multiple projects.
- Successful record of working with volunteers;
- Proficient with MS Office. Experience working with spreadsheets, a CRM database and online fundraising platforms would be an asset.
- You have a valid driver's license and the ability to travel throughout province as needed.
- Ability to work in an environment with families in times of stress or crisis

Compensation: Salary commensurate with qualification and experience. Excellent benefits program. The position is permanent full-time (Occasional evening and weekend work may be required.)

Send resume in confidence to careers@rmhcnl.ca. Applications should be received by **November 22, 2019**. We thank all applicants for their interest. Only those persons to be interviewed will be contacted.