



Anishnawbe Health Foundation

Employment and Training Contract Position Posting

BACKGROUND:

Anishnawbe Health Toronto (AHT) is an accredited Community Health Centre in downtown Toronto. The Centre's mission is to improve the health and well-being of Indigenous people in spirit, mind, emotion and body by providing traditional healing within a multi-disciplinary health care model. Since 1987, AHT has been the only provider of western medical services and traditional health and healing services to a rapidly growing urban Indigenous population.

Anishnawbe Health Foundation's mission is to inspire philanthropy to:

- Support an environment where the urban Indigenous community can heal spiritually, physically, emotionally and mentally by enhancing capital and program funding for Anishnawbe Health Toronto; and
- Foster the reclamation, preservation, research and application of traditional healing methods, including the sharing of these with all people.

This position is an employment and training position subject to funding from:



Miziwe Biik

Aboriginal Employment and Training



POSITION TITLE: Campaign Coordinator

REPORTS TO: Executive Director

CONTRACT DURATION: April 1 2018 to March 31, 2019;
\$18/hour + vacation pay; 35 hours per week

PURPOSE OF POSITION:

To provide an eligible candidate (registered client with Miziwe Biik Aboriginal Employment and Training) with valuable experience in the field of capital campaign planning, major gifts and corporate giving. Training and supervision for the successful candidate will be provided by the Foundation's Executive Director. Training will include: capital campaign planning and working with a volunteer committee, prospect research, database tracking of major gifts prospects and cultivation activities/events, proposal writing, stewardship and recognition strategies, and progress tracking and reporting.

PRIMARY ROLE RESPONSIBILITIES:

- Coordinate Ad-hoc Committee on campaign planning (and later the Campaign Cabinet) activities including coordination of meetings, preparing agendas, minutes/action items and other materials.



Anishnawbe Health Foundation

- Work closely with the Ad-hoc Committee on Campaign Planning (and eventually the Campaign Cabinet) and the Executive Director to manage the campaign timeline and promote timely decision-making activity.
- Assist in the coordination, planning and execution campaign events including donor and sector cultivation, stewardship and recognition activities.
- Provide proactive administrative support to the Executive Director including drafting correspondence, preparing reports and presentations, as well as maintaining record and reporting systems in the Foundation's database.
- Works with the Executive Director in managing the prospect pipeline to identify, engage, nurture and grow new funding sources and relationships.
- Research and produce profiles/briefing notes on prospective campaign donors for the Executive Director and campaign volunteers.
- Build and maintain excellent relationships with prospects, donors, volunteers and Anishnawbe Health Toronto staff.
- Interact with donors and prospective supporters in person and by telephone or by email.
- Document and maintains donor correspondence files including gift agreements and pledge reminders.

EDUCATION:

Post-secondary education (on-going or complete) in the areas of not-for-profit management, business, marketing, communications or equivalent education and experience/training required.

EXPERIENCE:

Fundraising experience an asset, with an interest in learning and receiving training in the area of Capital Campaigns, corporate giving and major gifts

KNOWLEDGE/SKILLS:

- Knowledge of Toronto's Indigenous community and passion about healthcare and traditional healing practices are an asset
- Requires a professional who can synthesize and summarize a lot of information, track and manage multiple deadlines, work independently and reliably and be productive and efficient during an intensive period of planning and development
- Organizational skills and professional demeanor
- Interpersonal skills and judgment
- Ability to maintain confidential and privileged information with discretion
- Ability to move projects forward according to timeline
- Excellent knowledge of all MS Office applications
- Experience with donor software/database experience (such as Salsa Engage/Raisers' Edge) an asset
- Excellent verbal and communication skills

TO APPLY:

Email a cover letter and resume to Julie Cookson, Executive Director, Anishnawbe Health Foundation at foundation@ahf.ca by March 21, 2018 at 5 p.m.

The Foundation appreciates all applications. Only those selected for an interview will be contacted. Miigwetch.