

Santropol Roulant is hiring!

Fundraising Officer - Events Logistics and Partnerships

About the position

This brand new position offers a great opportunity for a junior candidate to develop skills and knowledge in fundraising, event planning, project management and partnership development. The Officer will be a core member of the fundraising team, reporting to the Fundraising Director, and will share responsibilities with the other fundraising officer. The successful candidate will have an opportunity to leverage their passion for community work and their experience in project development while learning about fundraising within the community sector.

Key responsibilities

- Plan and implement fundraising events according to predetermined goals, in collaboration with the core event planning committee
- Execute sponsorship and corporate partnership strategy for fundraising events and for other program activities according to targets
- Coordinate fundraising-related activities for non-fundraising events
- Manage requests for corporate volunteering opportunities, collaborate with volunteer program coordinator
- Coordinate, track and execute second floor rentals, coordinate with catering service
- Support the Fundraising Administrator with data entry, tracking and reporting
- Support other fundraising campaigns and activities as needed

We are looking for candidates with the following skills, interests and experiences

- Passionate about the mission, values and approach of Santropol Roulant
- Experience in event planning and logistics
- Experience in partnership development, outreach, marketing and promotion
- Comfort making asks, negotiating partnerships, engaging potential and current partners
- Detail- and deadline-oriented
- Good at working under pressure and multitasking in order to meet deadlines
- Ability to work as a team as well as comfortable working independently
- Excellent verbal and written communication skills in either French or English and good comprehension and verbal skills in second language

Assets

- Experience using project management and donor relation management tools, like Asana and Salesforce
- Comfort with Google Drive, including Worksheets and Docs

Contract details

This is a part-time position (24 hours per week), and requires the employee to work a Monday-Wednesday schedule for a part of the year and a Wednesday-Saturday schedule for the other part. This is a salaried position at \$14.60 per hour, in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. Our primary office space is step-free and has an accessible washroom, our second floor, terrace and green roof are accessible through an elevator, only our basement is not wheelchair accessible.

To apply, please drop off or email your CV and cover letter addressed to the Hiring Committee at 111 Roy East or to [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org) by **Tuesday, April 3rd at 9am**. Only candidates who are chosen for an interview will be contacted. You can reach us at 514-284-9335 with any questions or clarifications.