

## **Fund Development Coordinator**

The Canadian Mental Health Association – PEI Division (CMHA PEI) is a community based charitable organization, with over 70 support staff who provide programs and services; education and information; research, advocacy and social policy development designed to help all persons living on PEI improve their mental wellness. CMHA PEI facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The role of the Fund Development Coordinator is to oversee the development and delivery of fundraising events; individual donor prospecting; provide support to third party community fundraisers; and manage small grant applications and reporting. This position will also work closely as a team with the Social Media and Digital Content Specialist in coordinating all general and event specific promotion. In addition, this position will work with the Director of Finance, Administration and Corporate Support to develop and implement annual revenue generation strategies/plans. While this position will work out of the Division Office, they will service the entire organization. This involves travel as well as working some evenings and weekends. This position reports to the Director of Finance, Administration and Corporate Support and has no direct reports.

### **REQUIREMENTS:**

#### **Education:**

- Post-secondary Degree in Business Administration, Commerce, Marketing or a related field.

#### **Experience:**

- 3 plus years' experience in event planning
- Experience in writing proposals and grant applications
- Experience in developing and delivering donor campaigns
- Experience in creating and managing budgets
- Experience/proficiency in donor databases
- Experience in delivering presentations and public speaking
- Experience in working with volunteers and knowledge of community based, non-profit organizations

#### **Key Skills and Abilities**

- Demonstrated ability to develop and implement revenue generation strategies
- Skilled in ensuring community and funder relationships are developed, enhanced, and nurtured
- Knowledge of legacy planning
- Strong knowledge of communications principles and practices

- Demonstrated ability to create marketing material and follow branding guidelines
- Proven ability to meet set goals and deadlines
- Proven ability to work as part of a team
- Confident working well in a fast-paced environment
- Excellent verbal and written communication skills
- Strong interpersonal and problem-solving skills
- Excellent organizational and time management skills
- Understanding of/proficiency in, Windows, MAC operating systems, Office 365 applications, and graphic applications
- Strong photography/videography skills would be an asset
- Understanding of/personal experience with mental illness/mental health challenges would be an asset

**Other requirements:**

- Satisfactory and current criminal records check
- Flexibility to travel within the province on a regular basis
- Valid driver's license and reliable vehicle required
- Self-motivated and self-directed
- Comfortable collaborating and working with a multi-disciplinary team
- Flexible and adaptable
- Creative, innovative, and community minded perspective

**Closing Date for Application: Friday June 18, 2021 at 5pm**

Interested candidates should apply by either mail or email to:

Hiring Committee  
CMHA PEI Division  
178 Fitzroy Street, P.O. Box 785, Charlottetown, PE, C1A 7L9

Email: [accounting@cmha.pe.ca](mailto:accounting@cmha.pe.ca)

We thank all applicants who apply, however only those selected for an interview will be contacted.