



Fundraising Coordinator

McCormick Care Foundation - London, ON

Salary Commensurate with Education and Experience

Full-time

Are you passionate about fundraising? Do you want to make a difference in other people's lives? If you answered yes to both these questions, this opportunity is for you.

Established in 1984 and governed by a volunteer Board of Directors, **McCormick Care Foundation** is the fundraising arm of McCormick Care Group, which includes:

- McCormick Home - serving adults, primarily the frail elderly, who require a range of personal and health services, and who are no longer able to live safely and independently in the community
- McCormick Dementia Services – serving individuals living with dementia by delivering the highest quality programs and services through day programs, overnight respite program, and caregiver support programs
- McCormick Dementia Research – advances dementia care through thoughtful and strategic research partnerships and collaborations

We are expanding our fundraising capabilities, and are looking for a **Fundraising Coordinator** to support the planning and execution of our annual giving programs and signature events. This is a new position which will have a major impact on the Foundation by growing its overall net revenue through the annual giving and events portfolio. What does this mean for you? It means you will play a key role in the organization, raise money for a worthy cause, and see the results of your efforts.

Reporting to the Executive Director and with the guidance of the Board of Directors, you assist with the execution of revenue-focused annual fund and events plan and support the delivery monthly and annual reports.

Who are you? You are someone who is tenacious, enthusiastic, and creative with an impeccable ability to execute events. You are results driven and enjoy the challenge of increasing donations, revenues and brand awareness. You thrive in an environment where initiative is expected, hard work is recognized, and gratitude is real. You:

- Have a diploma or degree, preferably in not-for-profit or social sciences, combined with at least 3 years' experience in the not-for-profit/fundraising sector

- Advanced understanding of basic office applications, including MS Office, (Word, Excel, PowerPoint, Outlook)
- Experience working with Blackbaud eTapestry software considered an asset
- Take pride in your outstanding customer service and interpersonal skills
- Are highly organized with an ability to prioritize tasks, manage multiple projects simultaneously, and follow through and meet deadlines
- Can work both independently and as part of a small team
- Either have or can get a Valid Vulnerable Sector Screening

COVID-19 Precautions

We are committed to providing a safe environment for our staff and residents. The successful candidate will be required to:

- Provide proof of vaccination and COVID-19 testing as required by McCormick Care Group.
- Wear personal protective equipment provided when on-site as instructed.
- Follow on-site social distancing, sanitizing, disinfecting, or cleaning procedures and guidelines in place.
- Participate in virtual meetings.

We thank all applicants for their interest; however, only those asked for additional information and/or selected for an interview will be contacted. No agencies please.

McCormick Care Foundation is committed to the fundamental principles of equal employment opportunity. We are committed to treating employees fairly, with respect and dignity, and offer equal employment opportunities based upon an individual's qualifications and performance.

Accommodations are available for applicants with disabilities throughout the recruitment process.

To apply, please send resume and cover letter to:

admin@mccormickcarefoundation.ca