



McCormick Care Foundation

Advancing Excellence in Dementia Care

Job Title: Fundraising/Event Coordinator

Organization: McCormick Care Foundation

Location: London, ON Employment

Type: Full-time

Ready to transform your passion for philanthropy into real change with a dynamic team dedicated to advancing excellence in dementia care for London and beyond? If so, we have the perfect opportunity for you!

Summary:

Choosing to work for the McCormick Care Foundation means joining a passionate team dedicated to transforming lives through advancing excellence in dementia care. You'll be part of a mission-driven organization with a rich history and a profound impact on the community.

By leveraging your skills in fundraising, events, communication, and organization, you'll contribute to novel research projects, support for families, and high-quality dementia and long-term care. At McCormick, you'll find a supportive environment that values compassion, collaboration, and excellence, offering you the chance to make a tangible difference in the lives of those living with dementia while growing both personally and professionally.

About Us:

Established in 1984 and governed by a dedicated volunteer Board of Directors, the McCormick Care Foundation is on a mission to raise funds that advance excellence in dementia care for McCormick Care Group, which oversees the operation of three vital components:

- **McCormick Home:** is an accredited, not-for-profit long-term care facility serves 160 residents with dementia who can no longer live safely and independently, across our five residential home areas.
- **McCormick Dementia Services:** offers the largest day program of its kind in Ontario, committed to delivering the highest quality programs and services through our day program, overnight respite program, and care partner support initiatives.
- **McCormick Research:** Dedicated to conducting, supporting, sharing, and engaging in research activities that enhance the lives of people living with dementia and their care partners.

To learn more about McCormick Care Foundation visit: mccormickcarefoundation.ca

What You'll Do:

- Plan and execute fundraising events, including managing ticket sales, attendees, event marketing, volunteer coordination, and sourcing corporate donations.
- Write and publish engaging stories through the organization's social media channels, website, and direct mail fundraising appeals to effectively connect with donors and supporters.
- Utilize software such as eTapestry and Microsoft Excel to monitor, analyze, report, and reconcile campaign results, ensuring precise tracking of fundraising efforts.



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- Maintain clear and concise communication, both verbally and in writing, with internal stakeholders, donors, and supporters.
- Update and manage donor records in eTapestry and project documents to ensure accurate and current information.

Who You Are:

- Demonstrated ability to stay highly organized, self-motivated, and adaptable, managing multiple projects efficiently even under tight timelines.
- Exceptional collaborator, skilled at inspiring and engaging donors and volunteers to support fundraising initiatives.
- Adept at prioritizing tasks and maintaining a results-driven approach to achieve fundraising goals.
- Deeply passionate about data analysis and problem-solving, leveraging these skills to drive successful fundraising outcomes through effective collaboration.

What You Require:

- Outstanding communication skills, with the ability to articulate ideas and information clearly and effectively, both verbally and in writing.
- Possess a degree or diploma in Marketing, Communications, Social Sciences, Events, or equivalent practical experience, along with a minimum of 3 years of experience in fundraising or the not-for-profit sector.
- Highly proficient in essential office applications, including MS Office (Word, Excel, PowerPoint, Outlook).
- Experience with Adobe Creative Cloud and/or Blackbaud's eTapestry software is a valuable asset.
- Capable of obtaining or already possess a Valid Vulnerable Sector Screening.

What We Offer:

- Competitive salary ranging from \$50,000 to \$55,000, commensurate with experience, plus comprehensive group benefits.
- Three weeks of paid vacation.
- A supportive culture embodying our values of Accountability, Collaboration, Compassion, Excellence, and Respect.
- Work Location: McCormick Care Foundation, 2022 Kains Rd., London, ON.

Interested?

If you have a warm, welcoming, and flexible personality and are eager to join our small but dynamic team to make a meaningful impact through your fundraising efforts, we invite you to apply for the Fundraising Coordinator position.

Application Deadline: July 8, 2024. Please submit your resume and cover letter in confidence to admin@mccormickcarefoundation.ca.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. No agencies, please. The McCormick Care Foundation is committed to equal employment opportunity, ensuring all employees are treated fairly, with respect and dignity, and offering opportunities based on qualifications and performance.