



FUND DEVELOPMENT ASSOCIATE

McCormick Care Foundation - London, ON
\$40,000/year - Full-time, Contract

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 looking for a **Fund Development Associate** to develop and execute the Foundation's Annual Giving and Event programs. You will focus on delivering exceptional experiences for current and prospective donors, thus leading to increased donations/revenues and increasing brand awareness.

Using a high-level of organizational ability combined with superb interpersonal and communication skills, you will provide support in all aspects of annual fund development with an emphasis on enhancing existing events (virtual and in-person), and building strong relationships with sponsors, community partners and key stakeholders. Some evening and weekend work will be required.

Background/Qualifications

- College or university degree, preferably in social sciences.
- 2-3 years' experience in fundraising, marketing, and/or event planning.
- Outstanding customer service and interpersonal skills.
- Able to work independently and as part of a team.
- Highly organized with an ability to prioritize tasks, manage multiple projects simultaneously, and follow through and meet deadlines.
- Excellent problem-solving skills, planning and communication skills.
- Sound judgment, tact, and ability to maintain confidentiality.
- Possess computer skills with a high degree of competency using spreadsheets, databases, and web development tools. Ability to use eTapestry and the Adobe suite of products considered an asset.
- 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.

Application deadline: 2021-09-28

To apply email your resume with cover letter to: admin@mccormickcarefoundation.ca