



Donor and Sponsor Lead Job Posting

Lakeside HOPE House

Lakeside HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based Food and Clothing Market, HOPE Stylin' Haircuts, a community Edu-Kitchen, a Guelph Community Backpack Project, a daily Café, a HOPE for the Holidays program, and other programs to all Guelph residents (including children) living in poverty.

Job Description

Reporting to the Executive Director, and working with the Communications and Events Lead, the Donor and Sponsor Lead ensures that the Lakeside HOPE House is able to fund their poverty alleviation programs on an ongoing basis. The successful applicant will cultivate donor and sponsor relationships, develop and implement donor recruitment and retention strategies and build relationships that benefit Lakeside HOPE House and the community they serve. This role will require relationship management skills, time management skills, problem solving skills, and communication skills.

Duties and Responsibilities

Donor and Sponsor Development and Management

- Cultivate past and existing relationships with donors/sponsors
- Identify and acquire new major donors (\$5,000+/year)
- Identify and acquire new foundational donors (\$300 and \$4,999/year)
- Develop and implement donor strategies to increase the number of monthly donors
- Work with Communications and Event Lead to develop integrated online and print marketing materials that support donor and sponsor acquisition, retention, stewardship and recognition.
- Identify and acquire sponsors for seasonal programs and events
- Maintain accurate records, efficient follow up and recognition process on donors and sponsors
- Monitor trends in the community or region and adapt fundraising strategies as necessary

Community Outreach

- Develop and build relationships in the community in order to increase public awareness of the work and needs of Lakeside HOPE House

Other

- Submit monthly written report to the Executive Director
- Other duties as assigned and required

Working Conditions

- Duration: one year contract with possibility of extension
- Hours: 20 hours/week

- Compensation: \$20/hr (hours are flexible)

Direct Reports

- N/A

Competencies & Skills Required

- Knowledge of fundraising concepts, methodologies and tools
- Solid understanding and appreciation of values-based, volunteer driven, not-for-profit organizations
- Self-motivated and driven to succeed
- Strong interpersonal, motivational, presentation, networking and communication skills
- Demonstrated knowledge, understanding and appreciation of diversity, and community development
- Ability to work both independently and collaboratively from a community driven approach
- Provision of a vulnerable sector police check

Lakeside HOPE House is an equal opportunities employer, committed to employment equity. Lakeside HOPE House values diversity and invites all qualified candidates to apply.

Resumes will be accepted until Friday, November 2nd, 2018 at 4 pm

Please send to director@lakesidehopehouse.ca