



South East Grey Community Health Centre

The South East Grey Community Health Centre (SEGCHC) is a primary care facility located in Markdale, ON. SEGCHC is dedicated to meeting the broader needs of the communities in which we serve through the development and implementation of primary care, health promotion and community development best practices.

SEGCHC is currently seeking a full-time **Community Development and Events Coordinator** (37.5 hours per week) for a two year contract. The ideal candidate will possess enthusiasm for the Community Health Centre, exceptional interpersonal skills, and the ability to take initiative, solve problems, and manage competing priorities.

Working under the supervision of the Executive Director, the Community Development and Events Coordinator will be responsible for supporting the development and implementation of short and long term fundraising strategies that will cultivate a culture of philanthropy.

Responsibilities Include:

- Works collaboratively with the Executive Director and other staff to develop an annual work plan to execute strategic priorities established by the Board of Directors.
- Coordinates the development and implementation of SEGCHC's Community Development plans, including fundraising, grant writing, events, etc.
- Writes fundraising communications such as funding appeals and proposals, donor correspondence, briefing notes, stewardship reports, policies and procedures, etc.
- Collaborates on the development of outreach, promotional, and fundraising materials through community engagement, media outreach, and partnership development.
- Assists with administrative tasks (i.e. volunteer recognition, distributing materials) as required.

Qualifications & Experience:

- Degree or diploma in Community Development /fundraising, communications, PR/marketing, or a related field, plus a minimum of two years relevant work experience (or an equivalent combination of education and experience); professional fundraising designation preferred.
- Demonstrated success developing, executing and coordinating campaigns and special events.
- Proven record of successful foundation proposals.
- Excellent verbal and written communication skills.
- Superior interpersonal and relationship management skills; proven track record building constructive relationships with diverse populations.
- Excellent research and analysis skills; ability to contribute to strategic planning and provide insights into philanthropic trends and opportunities.
- Knowledge of media relations, and non-profit marketing best practices.
- Experience in project management, volunteer management, and event planning.
- Experience in rural Community Development would be considered an asset.

- Proficiency in the use of computers and various software applications including Microsoft Office.
- Strong time management and organizational skills; self-reliant and detail-oriented
- Ability to work both independently and as part of a team

Please send your cover letter and resume to Lindsay Boyd at Lindsay.boyd@segchc.ca by 4pm Friday, June 29, 2018