

# Grey Sauble Conservation Foundation

## Job Description – Foundation Coordinator

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### 1. Purpose of Position:

To assist the Grey Sauble Conservation Foundation Board of Directors with implementing fundraising, charitable activities, administrative duties and other functions as needed.

### 2. Reporting Relationship:

The Foundation Coordinator will report directly to the Foundation Board of Directors through the Executive Committee. Additional supervision will be provided by the Chief Administrative Officer of Grey Sauble Conservation as required.

### 3. Job Requirements:

#### a) Technical Knowledge

- Relevant education and/or experience in fundraising
- Relevant education and/or experience in recruiting, training and managing volunteers
- Computer proficiency – Email, Microsoft Programs (Word, Excel, PowerPoint, Access)
- Interest in and understanding of environmental and conservation issues

#### b) Skills

- Well organized
- Ability to multi-task
- Ability to manage time and stress
- Excellent oral and written communicator including public speaking to large audiences
- Imaginative and creative
- Driven to succeed and willing to be flexible

#### 4. Responsibilities:

##### a) Fundraising:

- Assist in the planning and execution of an annual fundraising campaign and other fundraising initiatives as approved by the Board
- Identify and help write proposals for funding grants
- Manage outlets for Nevada break open lottery ticket sales and assist in securing new outlets
- Assist the Fundraising Committee with hosting fundraising or promotional events

##### b) Charitable Programs:

- Assist the Foundation Board of Directors with delivery of charitable programs
- In cooperation with Grey Sauble Conservation staff, deliver the Wild Water Safety Program at local elementary schools
- Assist the Memorial Forest Committee with organizing tree planting and the Commemorative Tree Planting Ceremony
- Communicate with Grey Sauble Conservation staff and Directors as needed to identify programs and projects for funding and make recommendations to the Foundation board

##### c) Administrative:

- Attend all Board meetings and Annual General Meetings, record meeting minutes
- Attend Committee meetings as required
- Attend Grey Sauble Conservation Board and staff meetings as required
- Maintain database of donors, prepare and distribute income tax receipts
- Assist Executive Committee with the Donor Recognition Program and other initiatives as identified by the Board
- Assist Volunteer Management Committee with selling memberships and maintaining file of active members
- Assist Volunteer Management Committee with recruitment and training of new volunteers
- Assist in the orientation of incoming Board members
- Assist Volunteer Management Committee and Grey Sauble Conservation staff with planning Volunteer Appreciation Night (Volunteer Recognition Program)
- Review financial statements prepared by Grey Sauble Conservation staff and auditor
- Assist the Executive Committee with the preparation of an annual budget
- Assist the Marketing & Communication Committee with design and production of newsletters, brochures, displays and other promotional products
- Provide interviews & news releases to local media regarding events or charitable activities
- Assist in organizing an annual Board of Directors Strategic Plan Review and provide resources for this process

5. Working Hours:

- Twenty-one (21) hours per week beginning September 1, 2010
- Working hours will be flexible to accommodate meetings and special events
- An office and computer will be provided at the Grey Sauble Conservation Centre but working from a home office will be permitted occasionally

6. Compensation:

- The pay grade range will be \$16 to \$18 per hour less statutory deductions (CPP, EI and Income Tax). Starting pay will be commensurate with experience and qualifications and will be subject to annual review
- Five (5) paid statutory holidays each year (New Years Day, Good Friday, Canada Day, Christmas and Boxing Day)
- Two (2) paid sick days each year if needed
- Four percent (4%) vacation pay to be paid each payroll period
- Up to three (3) weeks UNPAID vacation each year if requested
- Mileage will be paid at the same rate established by Grey Sauble Conservation whenever a personal vehicle is required for travel for Foundation activities
- Group benefits are not available

7. Probation & Performance Review:

- Required to serve a six (6) month period of probation
- During the period of probation, either party may terminate the employment by providing to the other party 7 days written notice
- Probation period will end with an performance review conducted by the Executive Committee
- Subsequent performance reviews will be conducted annually