



**Mission Statement:** The creative and innovative leadership of MCRC with the Halton community will develop and deliver services to inspire and support children, their families and professionals.

**Position:** Fundraising Lead

**Date Posted:** March 2<sup>nd</sup>, 2020

**Number of Vacancies:** 1

**Location:** Primarily 410 Bronte St

**Hours/Week:** 35 hours/week (12 Month Maternity Leave Contract)

**Salary:** \$24.00/hour

**Reports To:** Director, Early Years and Family Services

*At MCRC we create a safe environment where everyone is encouraged to self-identify and celebrate their culture, languages, and abilities as we embrace the diversity of our employees and value their contributions and perspectives. We believe the healthy development of our children and youth is a shared responsibility nurtured through effective relationship building guided by the Developmental Relationship framework. As professionals in the early years sector we recognize the importance of working towards Truth and Reconciliation with Indigenous peoples and the significant role we have towards the Calls to Action. We recognize this work is a journey, and through creating dialogue, understanding each other, and our commitment to learning, we hope to increase our knowledge and spread awareness about Indigenous histories, cultures and perspectives.*

*MCRC is committed to a fair and equal selection process. Please let us know if you require any accommodations during the recruitment process.*

**Job Responsibilities:**

- Work toward annual fundraising goals for the organization
- Coordinate all MCRC events and activities into an annual calendar
- Act as the lead on all activities relating to MCRC fundraising events
- Provide support to the various departments in relation to their internal events
- Engage Event Committees to support the execution of each event
- Execute strategies to engage MCRC staff and families to participate in events
- Coordinate the design, printing and distribution of marketing and communication materials
- Provide post-event evaluation including final budget, recommendations, and action items
- Support and develop relationships with event sponsors to ensure expectations are met

- Ensure practices align with all Fundraising Policies and processes outlined within MCRC's Imagine Canada Accreditation program compliance
- Develop reports and presentations for internal or external purposes
- Must have access to a vehicle to drive to and from event locations

**Qualifications:**

- College Diploma or University Degree in Human Services, Marketing, Communications or Community Outreach and Development related field, an asset
- 1-2 years of experience working in a not-for-profit environment
- Demonstrated experience in events planning and management and/or fundraising management

***Please forward your cover letter and resume to Ayla Bax, [aylab@mcrc.on.ca](mailto:aylab@mcrc.on.ca)***