



Cameroon-Canadian Foundation (CCF) Fondation Camerounaise-Canadienne (FCC)

Together! We can make a
difference on people's lives

Charity's Registration # 830620084 RR0001

Contact: 101 Everwillow Close SW, Calgary, AB, T2Y 4G5. Tel. 587-329-7422, Email: info@ccf-fcc.org

Job Description

Fundraising Coordinator

Ref: CCF/PR008/FCJD

Purpose: The Cameroon-Canadian Foundation is a Canadian registered Charity. Fundraising is the main source of income for the organization in order to finance its projects and reach its mission and objective. The CCF is therefore looking for a volunteer fundraising coordinator to strengthen its fundraising activities and raise more funds.

Job Title: Fundraising Coordinator

Location: The Fundraising Coordinator will work in Calgary

Key Responsibilities:

- Planning and administering the annual fundraising budget.
- Planning, developing and executing direct mail campaign.
- Identifying and soliciting major gift prospects.
- Developing and managing efforts to identify, solicit, communicate and renew annual donors.
- Identifying sources and preparing proposals to government, corporations, foundations and private granting agencies.
- Planning, management and execution of annual fundraising events including development and solicitation of corporate sponsorship, coordination of logistics, management of volunteer committee.
- Implementation of staff fundraising initiatives within CCF.
- Development and distribution of collateral material such as Annual Report and E-Newsletters.

Reports to: Chair of the Executive Committee

Time Commitment: The Fundraising Coordinator will provide approximately **5 hours a month**

Qualifications:

- Potential volunteers must be motivated and committed to helping others.
- Demonstrated success and evidence of ability to plan and execute a fundraising campaign or marketing events

- Ability to create and manage fundraising or marketing budgets.
- Knowledge of direct mail campaigns.
- Strong organization and time management skills.
- Strong communication skills, including ability to write and speak persuasively
- Some experience in the non-profit sector or in a similar role will be helpful.

Support Provided: A one hour orientation will be provided. Computer and printing resources are available. The Chair of the Executive Committee is available on an ongoing basis for any additional assistance as needed.

Selection process: Interested candidates should send an email to: info@ccf-fcc.org. The email should state their motivation. The successful candidates will be contacted directly. The other candidates will remain in the database and will be contacted if their profile suits any other current or future volunteer position. All candidates information will be kept in the CCF's database for future consideration.