**Volunteer Fundraising Events Coordinator**

**Position Summary**

The Fundraising Events Coordinator is responsible for planning, coordinating, and executing Fund Raising Events for HDFA.  The time commitment will vary, but this position is responsible for executing one major fundraising event per year, and various other smaller events throughout the year.

**Key Responsibilities and Accountabilities**

- Present the Board of Directors with creative and unique ideas for fundraising events that are in keeping with the mission and values of HDFA.
- Within budgetary parameters, plan, coordinate and execute an annual major fundraising event,
    - Coordinate logistics, venue, equipment, staffing, set-up and post-event clean-up.
- Work with the Social Media adviser to execute social media awareness programs to attract guests and sponsors to fundraising events.
- Conduct post-event evaluation to assess the success of the event, including collecting feedback from sponsors, guests, and volunteers for areas of improvement.  Present formal report to Board of Directors.
- Attend annual AGM and board meetings as required.

**Qualifications**

- Minimum of Grade 12 Diploma
- Formal training or work experience in Corporate or Non-Profit Event Planning, with a portfolio of successful fund-raising events.
- Experience working/volunteering in the non-profit sector as asset.
- A creative, energetic mindset to proactively take initiative as needed.
- Excellent organizational, planning and time management skills.
- Some understanding and/or life experience with hoarding behaviours would be an asset.

## Key Competencies for Success Volunteering with HDFA

**Integrity & Trust** Adheres to a set of core values and beliefs that align with HDFA's commitment to inclusiveness and diversity and acts in line with those values. Is trusted; is a truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

**Compassion & Empathy** Attends to and validates expressed emotions, seeks to understand participants' perspectives, and shows genuine concern for their needs. Shows positive regard to all group members. Uses positive, affirming and encouraging statements and facial expressions.

**Organizational Skills** Excellent planning, coordinating, time management, and organizational skills; including making good use of time and resources and sorting out priorities.

**Communication** Has the capacity to interact effectively with other people both on a one-to-one basis and in group settings, including understanding and responding to the needs of others in a professional manner.

**Collaborative Mindset** Works to achieve the common goals of HDFA, by sharing ideas, information, challenges, and successes.

**Continuous Learning** Commitment to seeking new knowledge and skills, as well as developing existing capabilities. Taking advantage of opportunities for professional development, seeking feedback on both style and performance, learning from others, and gaining valuable lessons from successes and mistakes.

## Equity Diversity & Inclusion

We are committed to practicing and encouraging equity, diversity, and inclusion in all the ways we provide support, deliver services, work with volunteers, and conduct the business of the foundation. We appreciate and embrace the variety of differences among people, including differences in race, ethnicity, gender, sexual orientation, age, religion, culture, ability, and more. We acknowledge and value these differences and are committed to creating an environment where everyone is respected, valued, and included. We truly believe that we can provide the most effective services and supports when we include all people of our diverse community.

To Apply for this position or to learn more about us, please contact Marjorie Keay, Board Chair at hoardingdisorderfoundation@gmail.com or call me at 780 902 0988. Visit our website at HDFA.ca to learn more and to read stories of lived experience with hoarding disorder.