



**CANADIAN MENTAL HEALTH ASSOCIATION
 SIMCOE COUNTY BRANCH
 INTERNAL/EXTERNAL JOB POSTING**

POSTING # 24-03 IE	POSTING DATE: Apr 29/2024	CLOSING DATE: May 6/2024
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CLASSIFICATION:
Fundraising & Community Engagement Specialist – Fundraising Communications & Community Engagement – Full-Time, Temporary (2 years) – Barrie, ON
 The Canadian Mental Health Association, Simcoe County Branch seeks a Fundraising & Community Engagement Specialist, who, in accordance with the agency’s policies, standards, and guidelines, plays a key role in supporting our fundraising efforts. Duties encompass administrative tasks, event coordination, donor communication, and community engagement. We’re seeking an ideal candidate who is not only organized and passionate about healthcare philanthropy but also brings experience in fundraising and the ability to thrive in a dynamic environment.


- REQUIRED QUALIFICATIONS:**
- Degree or diploma in fundraising, communications, public relations, or special events is preferred.
 - Certified Fund-Raising Executive certification is considered an asset.
 - Membership in good standing with the Association of Fundraising Professionals (AFP) or Association of Healthcare Philanthropists (AHP) is an asset.
 - Possession of a valid driver’s license with regular access to a vehicle.
 - Availability to work flexible hours, including some evenings and weekends.
 - Must have access to a vehicle, a valid Ontario driver’s license, and adequate automobile insurance.
 - Fluency in French or another second language would be an asset.
 - Legally entitled to work in Canada.

REQUIRED SKILLS AND KNOWLEDGE:
 As per job description.

<p>SALARY SCALE: Corporate Support, Level 2: \$56,311 - \$62,044 per annum <i>*prorated based on hours worked</i></p>	<p>HOURS OF WORK:</p> <ul style="list-style-type: none"> • Thirty-five (35) hours per week. • Able to work within a flexible framework to respond to workshop needs, may include evenings and/or weekends.
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SUBMIT COVER LETTER AND RESUME TO:
 Human Resources
hr@cmhastartalking.ca
Please submit in a single document

APPROVED BY:



Dr. Valerie Grdisa
 Chief Executive Officer

April 29, 2024
 Date

CMHA Simcoe County Branch is an equal opportunity employer committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990 CMHA Simcoe County Branch will provide accommodations throughout the recruitment and selection process to applicants with disabilities. CMHA Simcoe County Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We welcome all applicants including persons with lived experience, women, Indigenous people, people with disabilities, and members of the 2SLGBTQ+, visible minority and immigrant communities to apply. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.



JOB TITLE:	Fundraising & Community Engagement Specialist
REPORTS TO:	Manager, Fundraising, Communications and Community Engagement (FC&CE)
JOB SUMMARY:	As a vital team member at CMHA Simcoe County Branch (CMHA SCB), this position plays a key role in supporting our fundraising efforts. Duties encompass administrative tasks, event coordination, donor communication, and community engagement. We're seeking an ideal candidate who is not only organized and passionate about healthcare philanthropy but also brings experience in fundraising and the ability to thrive in a dynamic environment.
REVISED:	April 2024
REVISED BY:	Manager, FC&CE; HR Generalist; Director, Service Operations; CEO
<i>CMHA reserves the right the change job descriptions as the needs of the agency change.</i>	

CORE COMPETENCIES

- Work together in relationship to learn and grow
- Encourage understanding
- Listen with an open mind
- Laugh and enjoy humour compassionately throughout the day
- Notice the dignity and value of ourselves and others
- Engage others with compassion
- Share our stories and our hearts
- Strive to honour and respect ourselves and others
- Embrace a philosophy of harm reduction

DUTIES, RESPONSIBILITIES, AND RELATED TASKS:

1. Administrative Support:

- Assist in the preparation of community engagement and fundraising materials, including proposals, reports, and presentations.
- Coordinate and complete general administrative tasks to support the smooth operation of the community engagement/fundraising team.
- Document donor information in the fundraising software (DonorPerfect) to maintain accurate and up-to-date records.
- Ensure adherence to Canadian Revenue Agency legislation and regulations in all fundraising activities.
- Support administration of Learning Organization Committee including the development and implementation of thought leadership mandate.

2. Event Coordination:



- Provide logistical support for fundraising and community engagement events, including coordination of materials, guest lists, and on-site assistance.
- Ensure comprehensive event wrap-up, including debriefs, receipting, financial tracking, and timely recognition using appropriate CMHA SCB staff and board members.
- Assist in the planning and execution of virtual or in-person fundraising and community engagement activities.
- Provide support and guidance for third-party community lead special events.
- Represent the CMHA SCB in the community to enhance visibility and support for fundraising and community engagement initiatives.
- Identify and cultivate partnerships with local businesses, community organizations, and other stakeholders to support fundraising and community initiatives and expand the organization's reach.

3. Donor and Partner Communication:

- Support the development of donor communications, including thank-you letters and updates.
- Respond to donor inquiries and assist in maintaining positive relationships with donors.
- Ensure accurate donor records, timely recognition, and consistent communications.
- Foster long-term relationships with community partners through regular communication, collaboration on projects, and recognition of their contributions.
- Support communications related to Learning Organization Committee's thought leadership mandate.

4. Research and Analysis:

- Conduct research on knowledge translation (KT), social enterprise, potential donors, grant and other fundraising opportunities, and fundraising and social enterprise trends.
- Assist in analyzing fundraising and community engagement data and preparing reports.
- Conduct thorough financial impact analyses on existing revenue-generating education events, identifying key attributes contributing to profitability and proposing approval strategies.
- Collaborate on thought leadership initiatives to ensure alignment with stakeholder interests and revenue generation goals.

KNOWLEDGE, SKILL AND BEHAVIOURAL COMPETENCIES REQUIRED:

- Attention to detail and excellent organizational abilities.
- Genuine passion for healthcare philanthropy and community-based fundraising.
- Proven track record in fundraising, sponsorship, or sales, with a history of successfully closing gifts or sponsorships to support community engagement activities and partnerships.
- Previous experience in a healthcare-related and/or not-for-profit environment is considered an asset.
- Experience with community events and peer-to-peer fundraising, demonstrating a capacity to organize and drive successful fundraising initiatives.



- Collaborative team member with the ability to build productive relationships and networks of support among diverse audiences.
- Ability to adapt to changing priorities and handle unexpected challenges.
- Openness to learning and growing in a dynamic fundraising environment.
- Strong computer skills and experience with fundraising databases, with a preference for experience with Donor Perfect
- Excellent public speaking and presentation skills across virtual, phone, and in-person platforms, enabling effective communication with donors, team members, and external stakeholders to inspire community involvement and support.

WORKPLACE REQUIREMENTS:

Hours of Work

- 35 hours per week
- Able to work within a flexible framework to respond to workshop needs, may include evenings and or weekends.

Qualifications

- Degree or diploma in fundraising, communications, public relations, or special events is preferred.
- Certified Fund-Raising Executive certification is considered an asset.
- Membership in good standing with the Association of Fundraising Professionals (AFP) or Association of Healthcare Philanthropists (AHP) is an asset.
- Possession of a valid driver's license with regular access to a vehicle.
- Availability to work flexible hours, including some evenings and weekends.

Health and Safety

- Abide by the policies and procedures outlined by the organization.

MANDATORY TRAINING REQUIREMENTS:

- Workplace Hazardous Materials Information System (WHMIS)
- Worker Health & Safety Awareness
- Staff Orientation
- Automated External Defibrillator (AED) Training (First Aid, CPR)
- Non-Violent Crisis Intervention Training (NVCI)
- Applied Suicide Intervention Skills Training (ASIST)
- Diversity, Equity, and Inclusion (DEI) Training
- Harm Reduction