



Fundraising and events Coordinator – Position Description

Reporting to the Executive Director, the fundraising and events coordinator will assist with fundraising, donor stewardship and event planning activities. The fundraising and events coordinator will directly contribute to increasing Operation Motorsport's capacity and ability to deliver recovery and rehabilitation programs to wounded, ill and injured service members and disabled veterans by increasing organizational resources supporting on-the-ground programs.

Duties and Responsibilities

- Assist with all donor stewardship, renewal and recognition activities,
- Lead the planning and management of fundraising events,
- Coordinate and follow up on stewardship mailings and phone campaigns, as well as donor requests,
- Work with the fundraising team to prospect and solicit major donors,
- Identify and approach potential business partners,
- Help increase communications with supporters,
- Assist with general fundraising activities as needed.

Desirable assets

- Fundraising and/or event planning experience,
- Ability to build strong relationships with new people and organizations,
- Experience working on their own and/or from home,
- Detail-oriented with excellent time management skills,
- Strong interpersonal skills,
- Works well independently and as part of a team,
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook,
- Database and website maintenance experience an asset.

Time Period

This position requires a minimum 9-month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 6 -12 hours per week. Opportunity for onsite event volunteer activities is possible.

Benefits and recognition

This position may provide valuable experience for anyone requiring fundraising and event management experience, ie students; individuals with an interest in gaining experience in the not-for-profit sector; and anyone with a passion for motorsports and/or military. Volunteers are highly valued members of the Operation Motorsport team and contribute to making a significant difference in Operation Motorsport's ability to serve our wounded, ill and injured service members and disabled veterans in their road to recovery.