

Friends of Ye Olde Towne Hall – Ailsa Craig ON

Fundraising Organizer – Canada Summer Jobs Program

- Length of Employment: 9 Weeks
- Start Date: June 2021
- Remuneration: \$15.50 per hour plus 4% vacation pay
- Hours of Work: 30 Hours per week
- Location: Virtual with regular collaboration via Zoom meeting. The employee would be expected to occasionally work in Ailsa Craig to access files and documents. A laptop will be provided if needed.

The Opportunity:

Friends of Ye Olde Towne Hall, a not for profit volunteer-based organization is seeking a Fundraising Organizer to draw up a CASE FOR SUPPORT which is to be used to raise funds within the community and for grant writing purposes. The COVID pandemic has hit our organization particularly hard. Due to restrictions we have not been able to open our doors for programming, rentals or fundraising activities. You would be expected to: gather and organize information to create a compelling appeal for financial support; create a comprehensive outline; utilize an engaging writing process to tell our story in an impactful way; define the Case for Support for any fundraising initiative; analyze existing fundraising practices and make recommendations for enhancements; design an engaging document along with members of the Board and provide feedback to critique the final results.

About Us:

The Friends of Ye Olde Towne Hall is a volunteer management board dedicated to preserve and manage the heritage building for a variety of uses by the community of North Middlesex. Utilities, maintenance and upgrades to the building are the responsibility of the Board. The Board runs CraigActive for active retirees twice a month; we organize and run a concert series of up to eight concerts every year; we host a number of community activities including Christmas in the Village; and we offer summer arts and crafts camp for local youth. In managing the building we offer hall space for rent to a number of clubs and organizations including the Ailsa Craig Lions, the Ailsa Craig Arts Centre, fitness and yoga classes, youth dance, Scottish Country Dancing. We also rent space for weddings, birthday parties, anniversaries, Christmas parties, bridal showers, and baby showers. In addition, through grant writing and fundraising, the board has completed several major renovations to this historic building including: installing a lift, repairs and painting of all walls, removal of old wood and tile flooring and installing new, we have replaced the old heating system and installed air conditioning, and much more.

In this position you will have an opportunity to learn from, and collaborate with, volunteers passionate about preserving Ye Olde Towne Hall for use by the community. We are committed to having a positive impact on the social and economic development of our community.

About You:

Eligible to participate in the Canada Summer Jobs program (www.servicecanada.gc.ca) (Canada Summer Jobs no longer requires that you be a student but must be between the ages of 15 – 30 at the start of employment). Must have excellent oral and written communication skills. Proficient in Microsoft Office, and on-line research. Detailed oriented, motivated, self-managed, and reliable. Ability to work as part of a team as well as work with minimal supervision. Someone passionate about community. If you have the skills and experience outlined above, a desire to make a difference for our community, forward your résumé and covering letter. Friends of Ye Olde Towne Hall welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To Apply:

Email your résumé and covering letter to actownehallfriends@execulink.com