

## **Volunteer Fundraising Coordinator**

Note: This is a volunteer position. No financial compensation is offered.

Imagine In The Park is a free children's arts festival held annually at Gage Park in Hamilton on the first weekend in June (Friday/Saturday). While the festival is a one-time event each year, it takes almost a year prior for planning! The planning committee is currently comprised of 6 other volunteer coordinators.

### **Description:**

As our new Fundraising Coordinator you'll be leading the fundraising team and responsible for management of the fundraising acquisition programs for Imagine In The Park. You'll be empowered to build the regular giving supporter base and contribute towards the acquisition of new supporters. This position plays an active role in the identification, cultivation, solicitation of individual donors and will be responsible to meet budget goals.

### **Responsibilities:**

The Fundraising Coordinator is responsible for:

- Researching and identifying grant opportunities from government, corporate, and private sources that align with our program.
- Writing compelling and persuasive grant proposals that align with our mission and goals.
- Provide high-quality donor stewardship through timely appreciation calls, cultivation activities and follow-ups.
- Actively manage a portfolio of current and prospective donors with a focus on those who have the ability to make significant major gifts to support the festival's growth goals. Record grant opportunities, applications, requirements and outcomes.
- Maintain consistent quality communications with donors, other committee, and the Board of our presenting Partner. Participates in annual goal setting for the planning team, developing and implementing fundraising deliverables.
- Collaborating with other committee members to gather necessary information and develop project narratives.
- Managing the grant application process from start to finish, including submission, follow-up, and reporting.
- Produces reports and makes recommendations for improvements.
- Ensure compliance with grant guidelines and deadlines.

Continued:

**A Perfect Fit:**

- Experience in grant writing, preferably in the non-profit sector is an asset
- Ability to work independently, and communicate in a group setting
- Exceptional English language writing and editing skills, with a keen eye for detail and grammar.
- Strong research skills and ability to identify relevant funding opportunities.
- A passion for the arts, and children's well-being
- Familiarity with Google Suite (Sheets, Docs, Gmail)
- Owns a computer & cellphone in good working order
- Reliable car with a valid license is preferred
- Member of a Rotary Club is an asset.
- Experience in the local arts scene is an asset

**Time Commitment:**

The committee meets once per month from September-June on Wednesday evenings (5:30-7:30pm), with 2 meetings in May, and virtual meetings in Jan/Feb if needed. The Fundraising coordinator will have to work within grant deadlines, but is generally 2-4 hours per major grant. The most time commitment is from September- April, with most funding needing to be solidified by April. Support is given from experienced members of the planning team.

Please email a copy of your resume to Ashley at [eventcoordinator@imagineinthepark.com](mailto:eventcoordinator@imagineinthepark.com),  
Subject line: Volunteer Fundraising Coordinator. Feel free to highlight any additional experiences you have that may not be on your resume, but you feel have made you a good fit for this position,