



Hoarding Disorder Foundation of Alberta

Compassion | Collaboration | Community

Job Description: 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

Education

- Minimum of Grade 12 Diploma

Knowledge Skills & Experience

- Formal training or work experience in Corporate or Non-Profit Event Planning, with a portfolio of successful fund raising events
- Past 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.

To Apply for this position please submit your Resume and covering letter outlining your interest in the position to:

Hoarding Disorder Foundation of Alberta

Attention: Marjorie Keay, Board Chair

@hoardingdisorderfoundation@gmail.com

