



Title: Coordinator, The Willow Foundation

Status: Independent Contractor (15-20 flexible hours/week)

Location: Work at home until further notice. The Foundation maintains an office within the Post Inn Village Long-Term Care home in Oakville.

Salary: Will be determined with successful candidate

Established in 2000, The Willow Foundation is a registered non-profit, charitable organization dedicated to improving the health and wellness of older adults residing in Halton Region's three long-term care homes and participants in the three Adult Day Programs. Through the initiation and coordination of fundraising activities, The Willow Foundation supports charitable projects, programming, research, education and wellness promotion, that enhances the quality of life of those we serve.

Position Overview:

Reporting to the Chair of the Foundation, the coordinator's primary role is supporting the day-to-day operations of the Foundation. Projects include fundraising events, grant writing, financial operations, donor stewardship, social media and website management. This position will require the successful candidate to work effectively with our board of directors, community-based organizations, sponsors, other collaborative partnerships with staff of Halton Region's long-term care homes as well as attend to any other administrative duties that help achieve the Foundation's goals.

Responsibilities:

- *Operational Support*
 - Manage day-to-day operations of the Foundation
 - Seek opportunities that raise awareness of the Foundation
 - Create Foundation documents including needs assessments, event proposals, event assets, marketing materials, fundraising initiatives, newsletters
 - Perform financial operations including accounts receivable, accounts payable, monthly reconciliations, creation of quarterly financial statements
 - Maintain the Foundation's social media presence and website, includes preparing social media calendar, writing and posting articles
- *Fundraising Support*
 - Research and apply for potential grant opportunities (includes budget preparation, overseeing grant administration, writing final reports)
 - Event management
 - Engage in stewardship that creates a positive donor experience and builds strong long-term relationships
- *Board Support*
 - Prepare agenda, schedule and attend monthly meetings
 - Prepare and present coordinator's report at monthly meetings
 - Update board operations manual as required

Qualifications:

- Excellent written and verbal communications skills
- Excellent attention to detail and organizational skills
- Ability to work independently
- Background in fundraising would be an asset
- Functional home office with virtual communication ability
- Demonstrated skills with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, mail merges), online search engines, social media platforms and email providers
- A passion to enhance the lives of older adults living in care
- Exceptional interpersonal skills, ability to build genuine and meaningful relationships while maintaining discretion, confidentiality and sound judgement

Application Instructions:

As the role of the Foundation continues to evolve during the pandemic, this is an excellent opportunity for the right candidate to make a difference in the lives of the most vulnerable in our community. Please email your letter of interest and resume in one PDF file, with the subject line stating last name followed by first name, then Willow Coordinator Application to melody@accessabilities.ca. Deadline by January 25, 2021.

The successful candidate will require a Criminal Record Check.

The Willow Foundation thanks all applicants for their interest, but only those selected for an interview will be contacted.