



Job Posting Date: July 2024

COMMUNITY ENGAGEMENT COORDINATOR

Full Time - Permanent Contract

JOB SUMMARY

The Community Engagement Coordinator supports the development and delivery of key areas in fund development including, but not limited to, donor stewardship, raffles, signature and third-party fundraising and events.

At **Lung Saskatchewan** we work to deliver on our mission: to improve lung health one breath at a time. Our commitment to improving lung health in Saskatchewan began in 1911 during the tuberculosis epidemic that swept across the province and Canada. Today, we continue to fight for the 1 in 5 people in Canada affected by lung disease such as asthma, chronic obstructive pulmonary disease, pulmonary fibrosis, lung cancer, and sleep apnea.

RESPONSIBILITIES

Raffle Coordination

- Coordinates all administration for raffles (includes inquiries, ticket fulfillment, ticket printing, data management, etc.).
- Secure quotes from print houses for marketing collateral.
- Coordinates call centre management for outbound and inbound calls.
- Process all incoming raffle ticket orders and donations on customer relationship management (CRM) software.
- Coordinates, secures and distributes prizes.
- Coordinated all raffle day activities.

Third-Party Fundraising

- Serve as the primary contact for third-party initiatives.
- Support fundraising initiatives as needed (occasional travel within Saskatchewan may be required).
- Engage, support, and coach stakeholders in fundraising.
- Provide content for web pages, emails, social media, and newsletters.
- Manage and respond to all inquiries from third-party fundraisers.

Volunteer Coordination

- Serve as the primary contact for volunteer experience for the organization.
- Recruits, orientates, and stewards new and existing volunteers.
- Work with all departments to understand volunteer needs and coordinate matching experiences.
- Ensure that volunteer opportunities are promoted both internally and externally.
- Coordinate volunteer recognition opportunities.

Signature Events

- Support Community Engagement Manager with event logistics.
- Work with Marketing and Development staff to coordinate fundraising activities for events.

Other

- May periodically conduct public education presentations to various community groups for education and engagement.

QUALIFICATIONS/EDUCATION/EXPERIENCE

- University or college degree or diploma in relevant field with two to three years of experience in either a volunteer or paid capacity, or three to five years of relevant experience in a development role.
- CFRE designation or in progress would be an asset.

KNOWLEDGE, SKILLS & ATTRIBUTES

- Confident self-starter with strong organizational skills and adept at managing multiple priorities.
- Exceptional communication skills, both verbal and written.
- Excellent interpersonal skills.
- Working knowledge of CRM and donor systems would be an asset.
- Ability to work collaboratively within a team and independently with minimal supervision.
- Experience in a not-for-profit environment would be an asset.

HOURS

- Office hours are Monday to Friday from 8:30am to 4:30pm.
- Our office is located in Saskatoon, SK.
- Flexible work options may be available.

JOB TYPE

- This is a full-time permanent position.
- Includes competitive pension, dental, and health benefits.
- There will be a six-month probation period.

APPLICATION DEADLINE

- Please submit a cover letter and resume to Dave Parkalub, Community Engagement Manager, via email at dparkalub@lungsask.ca by midnight on **Friday, August 2, 2024**.