



CAMPAIGN COORDINATOR (Full Time Term Contract)

Hospice Greater Moncton

Palliative care and support services for patients and families facing life-threatening illness

The Organisation:

Hospice Greater Moncton is a registered charity established in 2004, to promote awareness about life-limiting illnesses and end-of-life issues, provide programs and services to support those with a life-limiting illness, provide grief and bereavement services and support for clients and families, and raise financial support to establish a residential hospice in Moncton, New Brunswick. Hospice Greater Moncton provides services that are free and confidential.

The Opportunity:

Hospice Greater Moncton will soon be launching a Capital Campaign to fund the construction of a new community-based Palliative care facility for South East New Brunswick. We are looking to fill a full-time (4 to 5 days a week) position over the next 17 months. You will be working in direct relation with high level volunteer throughout the contract position. Your environment will be well structured, and you will be under the direct supervision of a fundraising professional. After the campaign there will be a opportunity transit to a part-time position.

General responsibilities:

- Manage the campaign office;
- Support the volunteer committee in the planning phase of the campaign;
- Participate in recruiting members of the campaign cabinet;
- Participate as a secretary in the campaign cabinet meetings on a bi-weekly basis;
- Attend the preparation, agendas, minutes of meetings and monthly reports;
- Participate in the development of the communication strategy and communication tools;
- Manage subcontractors such as editors, graphic designers, printers, etc.;
- Ensure the implementation of the priorities of the campaign;

- Work with a list of prospective donors for all divisions and participate in the evaluation of these. Obtain the necessary information on each potential donor;
- Support the campaign cabinet in identifying and recruiting campaign solicitors;
- Train the solicitors;
- Ensure the preparation of solicitation documents;
- Follow up with solicitors
- Coordinate the opening and closing events of the campaign.

Qualities / Required skills:

- Organized and structured;
- Bilingual oral and written considered an asset;
- Functional knowledge of Office software (Word, Excel and PowerPoint)
- Motivated by the challenges to be met;
- Capability to work with the public;
- Capability to work autonomously;
- Attention to details and work well done;
- Discretion.

Availability:

- Term would start late October for approximately 17 months with possibility of extension at the end.
- Available for meetings at irregular times

Contact Information

Please send resume to the attention of:

Tradina Meadows-Forgeron
Executive Director
Hospice Greater Moncton
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