



EVENTS & DEVELOPMENT COORDINATOR

Founded in 2001, the **rare Charitable Research Reserve** is a community-driven urban land trust, nature reserve and environmental institute with its headquarters and first three locations comprising over 900 acres within the Haldimand Tract that spans six miles on either side of the Grand River from source to mouth, land granted to Indigenous Peoples in 1784 to recognise their support for the British in the American Revolution. In Wellington County, **rare** is creating an Eramosa River Conservation Corridor to protect forever the river and its adjacent forests and uplands — lands of the highest ecological significance and which are so far largely unaffected by direct human impact — ensuring connectivity of spaces and survival of species in an increasingly and rapidly developing area. For all its properties, **rare** acknowledges and is grateful to all of the original stewards of the land. Understanding that this land has been rich in diverse Indigenous presence since time immemorial **rare** would like to honour and respect the sovereignty of both First Nations in the area: the Onkwehon:we Peoples of Six Nations of the Grand River and the Anishinaabe Peoples of the Mississaugas of the Credit. As well, **rare** acknowledges the Neutral people — for whom there is archeological evidence on the property dating back 10,500 years — and also those Indigenous Peoples who currently live, work, play and learn in the urban landscape around the properties, such other self-identified and status First Nations, Métis and Inuit.

While the goal of **rare** is to steward its sites and ecosystems intact in perpetuity, for the community to enjoy, forever, in a natural state, it also promotes the lands as a living laboratory for research — including in-house monitoring programs and partnerships with other institutions, citizen scientists, artists and Indigenous Peoples. Research then informs restoration practices and education programs through a *Chain of Learning* that reaches even the youngest learners in a program called *Every Child Outdoors (ECO)*, a model of active, hands-on, problem-based environmental learning, driven by inquiry in the out-of-doors.

Reporting to the Major Gifts Manager, the Events & Development Coordinator will work collegially as part of the fundraising and communications team, and with program advisors, staff and volunteers to interpret **rare** and its needs to the broader community in order to build support — both political and financial — for its mission and programs. This position requires flexibility, sensitivity and creativity to help **rare** meet major campaign goals while building a healthy, ongoing annual fund.

The position works in close collaboration with the Major Gifts Manager and Communications Officer. This position often seeks support for events and programs initiated by these colleagues while also assuming responsibility for overseeing the implementation and spearheading **rare's** major all hands-on deck events and fundraisers, such as the annual Spring Plant Sale & Eco Market and the annual Trail Party, raising cash (and in-kind sponsorships where necessary), leading volunteer teams, spearheading the day of the event, and ensuring all sponsorship activations are carried out as agreed and providing input for post-event fulfillment reports with the goal of renewing multi-year commitments.

The position also supports additional development work through coordination, for example by proactively researching new and existing grant opportunities and proposal deadlines, and by bringing them forward to the staff team for consideration and assignment, and maintaining the database for active grant applications and updates based on response: funded, declined, deferred, etc.

Responsibilities include working closely with the Manager of Major Gifts on identification, cultivation, solicitation and stewardship to secure sponsorship to raise funds and gifts-in-kind for recognition events, cultivation events and program events. In particular, *rare* wants to grow its annual Trail Party signature event.

Responsibilities and Deliverables include but are not limited to:

- In collaboration with the Fundraising and Communications team, participate in annual budgeting process and maintain a keen eye on expenses and revenue year-round; specifically requires preparation of a draft plan for all areas of responsibility (with proposed budget and timelines) and working with the team to integrate these plans into the overall plan and to participate in strategy development.
- Frequent reporting and communication about plans and progress towards goals with the rest of the team.
- Create a plan for events that takes into account all staff needs; specifically support the Major Gifts Manager with solicitation (including via grant proposals) and cultivation and stewardship events, including hosted peer-to-peer and planned giving events, as well as landowner information events.
- Lead the Conversation for Conservation lecture series.
- Build on past success of the Spring Eco Market and the Trail Party to continue to grow these annual signature events. Work with the staff team to ensure appropriate participation and set and achieve goals that will grow the support base. This involves creating a plan with timelines and budgets, recruiting entertainment, soliciting prizes, doing reporting and evaluations. Creating and overseeing the online registration platform, planning e-blasts and recruiting and supporting volunteers, organizing activities at the barn, setting the speaker program, doing evaluations and keeping overall volunteer records and managing teams of volunteers implementing the events.
- Develops plan for fundraising auctions and oversees implementation, including recruiting a volunteer committee to solicit auction items; developing and overseeing online auction platform, ensuring appropriate documentation received for donated items for tax receipting purposes in line with CRA guidelines.
- Oversee the grants process in collaboration with program staff, including pro-actively researching new potential granting opportunities and coordinating regularly scheduled meetings with *rare* staff to bring them and renewing opportunities forward for review and assignment, and ensuring information on the chosen grants is entered into the database and updated as appropriate when grants are approved, declined or deferred.
- Work with program staff to identify meaningful gifts-in-kind that will provide relief to the operating budget and assist with capital/operating goals and event goals.
- Coordinate gaming licenses and protocols as well as additional licences/permits as needed.
- Complete administrative and data management tasks associated with fundraising on a timely basis.
- Develop new and creative ways to engage and steward *rare's* diverse community, for example by developing larger festival-style events in partnership with other collaborators.
- Prepare reports and analyses of community events.
- Develop a critical path for every event.

- Timely collaboration with internal departments to assist with development or coordination of marketing and stewardship material which may include social/marketing media uniquely suited to an event.
- Work with staff to identify meaningful external community events and oversee coordination of staff involvement at those events.
- Work with staff to identify and coordinate meaningful staff team building/morale-building events.
- Develop strong working relationships with internal and external partners and supporters.
- Other duties as assigned.

Key Competencies:

- Post-secondary education in fundraising/business/event planning or an equivalent combination of education, training, and experience.
- 1-2 years' work experience in the fundraising area (events and working with volunteers).
- Excellent people skills, authenticity, genuine interest in interacting with people from all backgrounds.
- Ability to plan, direct and set realistic goals ability to follow a plan and lead and oversee others in following your plan.
- Demonstrated ability to manage and supervise others, particularly volunteers.
- Ability to evaluate success of various fundraising efforts and approaches.
- Ability to articulate all aspects of the organization's programs and mission, to assist with motivating and leading other staff on these topics and to develop plans accordingly includes interpreting community needs and ensuring the organization is responsive.
- Demonstrated ability to work independently and on various tasks simultaneously, producing new ideas, and to have appropriate communications with others.
- Superb customer and donor relations skills.
- Meticulous attention to detail and high degree of accuracy.
- Outstanding oral and written communication, interpersonal and presentation abilities.
- Ability to speak to groups of people in a variety of settings.
- Demonstrated experience in problem solving and good judgement.
- Demonstrated time-management and organizational skills.
- Flexibility with changing priorities and ability to remain focused to meet targeted timelines.
- Versatile in social media, and in platforms such as Adobe PDF Editor, Microsoft Office Suite.
- Outgoing personality.
- Good record-keeping and reporting abilities to ensure an organizational history of networking and appeals and that team members are updated about progress and challenges.
- Ability to work in a collaborative team environment where everyone's goals and progress are understood and taken into account.
- Ability to collaborate and keen interest to push boundaries and seek unconventional or non-traditional events and/or partnerships.
- Demonstrated experience in using databases and ability to be able to train on databases; and the ability to learn and adapt to new technology.
- Experience with DonorPerfect, Canva, Photoshop, Illustrator are an asset.
- Positive attitude; ability to take responsibility and be accountable; ability to deal with change in the workplace and be innovative; respect for others.

Work Environment:

- Engaged, supportive team members who are passionate about championing conservation and sustainability.
- A hybrid work model, responsibilities for this role are carried out primarily in our office and on site, and remotely when possible. This position requires in-person visits with sponsors and donors, venue visits, and attending events in the community.
- Required to work outside of regular office hours to accommodate event schedules which is accommodated by flexible tracking system for time worked.
- Supported fully by the *rare* team, event days require a high degree of precision to ensure all aspects of the event are carried out successfully.
- Physical activity may include lifting boxes with materials, setting up equipment, etc., up to 20kg, ability to attend hikes/outdoor events during all seasons/weather conditions.

The *rare* Charitable Research Reserve values and is committed to:

- Providing fulfilling, purpose-driven work that respects the environment and sustainability in a continuously growing medium-sized not-for-profit charity.
- A workplace that provides staff, volunteers, and others with an invitation to contribute to *rare* in a meaningful way by developing new ideas and turning them into viable projects.
- Staff to have high expectations for the quality of their own work while approaching challenges with humility and embracing to learn from failure.
- Providing an inclusive and equitable culture for employees, volunteers, members and supporters that respects and prioritizes emotional and physical well-being and life-work balance.
- A healthy, positive and effective workplace in an environment that fosters creativity, flexibility, understanding of difference and abundance.

Compensation package:

- This is a salaried full-time 35hrs/week position with a competitive health benefits package and additional perks as outlined below.

Salary level: \$50,000-\$62,000 annually and commensurate with experience, skills, education, and training of the successful candidate.

Paid time off – in addition to annual vacation amount:

- In 2023, there were/are 11 EXTRA paid holidays in addition to Stat holidays for all staff;
- 1 additional for Family Day (Feb 18)
- 2 additional for National Indigenous Peoples Days (Jun 20 & 21)
- 1 additional for Canada Day (Jul 4)
- 7 additional end of year holidays (Dec 19-22 & 27-29)
- Generous amount of paid time off for Personal Days
- 3 days of paid time off for Volunteer Days to support community organizations/programs
- Overtime in lieu of regular working hours (35 hours/week) accrued at time and a half

Paid benefits – excellent group benefit package:

- Extended Health and Dental
- AD&D Insurance
- Critical Illness Insurance

- Employee Assistance Program
- Health Spending Account (\$1,500 for employee with dependents, or \$500 for individual employee)

Flexible work environment:

- Hybrid work model, work from home up to 4 days/week on a regular basis, with Tuesdays are in-office collaboration days.
- Flexible hours as required, easy to manage using the organisation's HR portal (BambooHR).

Other:

- Opportunities for training, mentoring and professional development.
- Support for taking initiative and pursuing aligned personal interest projects as time permits.
- Monthly team building and social opportunities, including outings, lunches, and being together on the land.
- Pet companions are welcome to visit the office in accordance with related policies.
- Free employee parking.

Deadline for applications is May 26, 2023.

How To Apply:

Applicants should send their **resume and cover letter as an attachment** to the following email address: jobs@raresites.org.

Only documents including a cover letter and resume compiled into one PDF file will be reviewed. Any application materials provided within the body (text) of your email will not be considered. Cover letters for this position may be addressed to Christine Thompson. Please include the name of the position for which you are applying in the email subject line. No phone calls please. Only selected candidates will be contacted for an interview.

As part of our commitment to racial justice, reconciliation, and equity building, we welcome individuals from marginalized communities including Black people, Indigenous people, people of colour, 2SLGBTQIA+ and self-identifying women candidates to apply for this position. We encourage people with disabilities to apply. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We are dedicated to removing bias from our hiring process. For this reason, we have implemented an anonymous review component in our recruitment process. What does this mean? We will be removing your name, address, and e-mail address from your application/resume prior to it being reviewed by the hiring manager, during the first stage of the recruitment process. If you are selected for an interview, this information will become available to the hiring manager only at that time.