



Fundraising & Promotions Coordinator (Part-time, 25 hrs/week)

Come and envision a great career with us! enVision exists to inspire equality, inclusion and the value of all people. We are looking for a **Fundraising & Promotions Coordinator** who is passionate about making a difference in the lives of others and promoting inclusive societies. We provide a range of supports and services for people living with an intellectual disability in southeastern Manitoba.

Reporting to the Executive Director, this position is responsible for developing annual plans for fundraising and public awareness of enVision, and the enVision Foundation. The Coordinator is also responsible to develop and oversee fundraising events, and to develop/maintain relationships with personal and corporate donors. The annual work schedule will require more hours to be worked leading up to an event and then fewer hours in the low demand times but averaging to 25 hours per week or 1300 hours per year.

Qualifications:

- Education/training in the area of fundraising, with prior experience in event planning and fundraising preferred.
- Resourceful, creative and imaginative, with the ability to problem-solve and negotiate.
- Effective relationship builder with ability to approach and enlist support from business and community leaders for projects and ongoing support of enVision's services
- Ability to articulate a belief of inclusion and belonging for all citizens.
- Ability and commitment to maintain a high degree of confidentiality.
- Excellent organizational skills with attention to detail, and the ability to set priorities in a busy multi-faceted position.
- Proficient in use of social media to promote a social cause.
- Proficient in computer use with database experience

The successful candidates must provide a satisfactory Criminal Record Check with a clear Vulnerable Sector Search, clear Child Abuse Registry Check, clear Adult Abuse Registry Check, have a valid Manitoba Driver's License class 5F, as well as proof of being fully vaccinated against COVID-19.

enVision Community Living fosters a valuing and inclusive culture that supports personal and professional growth. We offer a competitive salary, along with a comprehensive employee benefit and Pension Plan.

Submit your **cover letter and resume by June 24, 2022** to Human Resources, 84 Brandt Street, Steinbach, MB R5G 0E1; or email to hr@envisioncl.com . Quote **Job Reference: 13-22, Fundraising & Promotions Coordinator**.

We would like to thank all applicants for their interest; however, only those identified for further consideration will be contacted.

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