



NORTH EAST OUTREACH & SUPPORT SERVICES

BOX 2066 | MELFORT, SK | S0E 1A0
124 MCKENDRY AVE W
PH: 306.752.9464 | FAX: 306.752.3122

DONOR RELATIONS COORDINATOR

POSITION DESCRIPTION

DIRECT SUPERVISOR: INTERNAL OPERATIONS COORDINATOR

DUTIES

- Administrative
 - Assist Executive Director to ensure donor files are securely maintained and that privacy is adhered to
- Clerical
 - Maintain financial and administration records on fundraisers/donors
 - Research and collection of data as required
 - Advertising and promotion
 - Preparation for board meetings in collaboration with Executive Director
 - Assist with organization, planning and execution of awareness campaigns and events
 - Cover Executive Assistant duties in absences
 - Manage E-Tapestry donor platform
- Fundraiser
 - Assist with managing volunteers with Executive Assistant
 - Assist with planning and organize fundraising events with Executive Assistant
 - Develop and manage event budgets pertaining to your role with Executive Assistant
 - Work with the Executive Director and Executive Assistant for recognition and donations
- Community Relations
 - Liaise with government agencies as directed
 - Execute events pertaining to your roll
 - Partnership building
 - Ongoing communication and public relations activities
 - * All other duties as requested by ED or IOC
- Financial
 - Assist with preparation of budgets for awareness campaigns and events
 - Assist with year-end as requested

EXPECTATIONS

- Follow a strict code of Confidentiality at all times
- Adhere to agency policies and procedures
- Maintain professional and ethical boundaries
- Represent North East Outreach and Support Services Inc. in a positive manner
- Participate in community awareness events
- Work independently and in a team atmosphere, in accordance to the agency philosophy, mission and goals
- Complete administrative documentation related to position duties
- Complete required valid training within 60 days of hire:
 - CPR/First Aid
 - Safe Food Handling/ WHMIS



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QUALIFICATIONS

- A bachelor degree or a combination of education and experience required to fulfill the duties above
- Knowledge of sound accounting practices and fiscal management
- Knowledge of nonprofit environment
- Knowledge of basic accounting would be an asset
- Computer proficiency in Microsoft Office
- Excellent interpersonal and communication skills
- Aptitude for public relations
- Demonstrate strong organizational and workload management
- Ability to work flexible hours including some evenings, nights and weekends
- Must be bondable
- Demonstrate knowledge of and empathy for victims of interpersonal violence
- Preference will be given to individuals living within the service area of North East Outreach and Support Services Inc. and possess a valid Saskatchewan driver's license

Must be prepared to provide a criminal records check, vulnerable persons check and third party liability