



wildsight
Kimberley | Cranbrook
OUTREACH & FUNDRAISING COORDINATOR

Do you excel at community networking, outreach, and engagement?
Have you developed exceptional fundraising skills?
Are you passionate about the environment and feel compelled to make positive change?

Then we are looking for you. The Wildsight Kimberley Cranbrook Branch is currently seeking a dynamic and organized individual who will broaden our impact in the Kimberley Cranbrook region!

JOB DESCRIPTION

The Outreach & Fundraising Coordinator is responsible for:

- Sourcing potential grants and sponsorships in concert with the Kimberley Branch Manager to raise funds for our current programs and projects
- Building new and exciting projects based on sustainability priorities
- Help raise awareness and presence of our organization, specifically in the Cranbrook area
- Manage Wildsight Kimberley-Cranbrook Waste Wise Station at the Cranbrook Farmers Markets for the 2020 and 2021 seasons. This includes providing information on all of our programs and projects
- Reach out to other non-profit community organizations and potential partners to build new collaborations and shared projects
- Volunteer Coordination - in collaboration with the Branch Manager, support and build upon our existing volunteer base. Develop a volunteer plan.
- Supporting administrative tasks including but not limited to social media and website posts, graphic design, and event planning

DUTIES AND RESPONSIBILITIES

FUNDRAISING

- Coordination of and writing applications for grants and planning fund-raisers in Kimberley and Cranbrook

- Work independently and as part of a team of staff, board members and volunteers.
- Liaise with Branch Manager in determining priorities or opportunities for funding our programs.
- Prepare monthly reports to the Branch Manager for the Board of Directors regarding status and progress toward goals.
- Provide an annual report with statistics, successes/challenges, & recommendations.
- Using social media applications for fundraising campaigns, project awareness, and events
- Regularly communicate with the Branch Manager to ensure funding opportunities match and support our programs/projects.

COMMUNITY OUTREACH

Cranbrook Farmer's Market

- Liaise with the Cranbrook Farmers' Market Manager: set up and take down Wildsight Kimberley Cranbrook tent and Waste Wise Station
- Interface with the public and vendors while providing information/tips about sustainable living. Promote Wildsight Kimberley Cranbrook and partner organisations.
- Collect, control and disburse the compostables and recyclables at the appropriate facilities.

Networking and Public Events

- Interact with the public at local events, with a focus on Cranbrook events
- Build relationships and new strategic partnerships that support our goals
- Model collaborative and respectful communications

GENERAL

- Work with subcommittees and attend Board Meetings as needed
- Liaise with different stakeholders to raise awareness of Wildsight Kimberley Cranbrook Branch programs/projects
- In concert with the Branch Manager, develop a Cranbrook appropriate program within the year for recommendation to the board.
- Identify funding to support this position and potential for more hours associated with the contract year-to-year.
- Establish a daily/weekly/monthly task schedule for this position, and keep detailed records

DESIRED SKILLS & QUALIFICATIONS

The ideal candidate will possess:

- Knowledge of Wildsight's organization mission and mandate as well as organization's organizational hierarchy
- Experience in:
 - o successful fundraising and grant application writing
 - o community outreach and public education

- o working with multiple stakeholder groups and partners
- Passion for local food/community sustainability and farmers markets
- Awareness of local, provincial, and federal First Nations issues with a desire to be involved in reconciliation and collaboration
- Extraordinary self-motivation, organization, and problem-solving skills
- Excellent interpersonal, customer relation and communications skills
- Proficient computer and social media/marketing skills
- A strong Cranbrook community connection
- Post-Secondary education and/or relevant experience in a related field such as Business/Marketing, Environmental Sciences, and Management
- Experience running a program from inception to manifestation

REQUIREMENTS

- Occupational First Aid Level 1 certification or commitment to certify
- Access to a home office, computer and internet or willingness to work in shared office
- Valid driver's license and access to a reliable vehicle capable of transporting marketing display's and/or program equipment
- Preference will be given to those who reside in Cranbrook

To apply, please send your resume and cover letter to Corrine Highwood at kimcran@wildsight.ca. Applications will be closed on September 30th. Start date as soon as possible. We would like to thank all applicants in advance for their time and interest in this position, however only those candidates invited to an interview will be contacted.

This is a 12 month, 20 hours per week position with a starting wage of \$20.60 per hour. The position can be based out of your home office and/or our Kimberley office.