

**Job Title:** Fundraising Coordinator

**Location:** Cranbrook, BC

**Position Type:** 0.25 FTE

**Overview:**

The Fundraising Coordinator will be responsible for developing and implementing a comprehensive fundraising program for Kootenay Christian Academy. This role will encompass all existing fundraising initiatives, including the Parent Advisory Council, Missions Group, Christmas Hampers, and major campaigns such as the Capital Campaign. The individual will work closely with various school groups, parents, and the community to coordinate and promote fundraising activities, ensuring a balanced and effective approach to community engagement and financial support for the school's needs.

**Key Responsibilities:**

- **Fundraising Strategy Development:** Create and execute a comprehensive fundraising strategy that integrates all current and future fundraising initiatives, ensuring alignment with the school's mission and financial goals.
- **Coordination and Communication:** Serve as the central point of contact for all fundraising activities. Collaborate with the Parent Advisory Council, Missions Group, and other stakeholders to schedule, coordinate, and communicate events and initiatives.
- **Major Campaign Management:** Liaise with Board Committees including the Capital Campaign Committee and Strategic Planning Committee on the planning and execution of major fundraising campaigns, including the Capital Campaign for the new school building.
- **Stakeholder Engagement:** Work closely with the Principal to gain approval for all fundraising initiatives and to allocate funds appropriately. Foster relationships with parents, community members, and potential donors to increase participation and support.
- **Event Scheduling and Promotion:** Develop a fundraising calendar that balances school events with community involvement, ensuring a reasonable distribution of activities throughout the year. Communicate the schedule to parents and the wider community, using various channels to promote and encourage engagement.
- **Budget Oversight:** Monitor fundraising budgets and expenditures. Ensure funds are allocated according to the approved spending plan and report on financial performance against fundraising goals.

- **Reporting and Analysis:** Track the progress of all fundraising initiatives and provide regular updates to the Principal and other stakeholders. Analyze the effectiveness of different strategies and make data-driven recommendations for improvement.
- **Volunteer Management:** Recruit, train, and manage volunteers to support fundraising activities. Ensure volunteers are effectively utilized and recognized for their contributions.

### **Qualifications:**

- Bachelor's degree in Nonprofit Management, Communications, Marketing, Business Administration, or a related field will be an asset.
- Bachelor's degree in Education will be an asset.
- Demonstrated experience in fundraising, development, or a similar role, preferably within an educational or nonprofit setting.
- Demonstrated strong organizational and project management skills, with the ability to manage multiple initiatives simultaneously.
- Demonstrated excellent communication and interpersonal skills, with a talent for building relationships with diverse stakeholders.
- Demonstrated knowledge of fundraising strategies and best practices, including event planning, donor cultivation, and capital campaigns.
- Familiarity with Christian values and the ability to represent the school's mission in all fundraising efforts.
- Proficiency in Microsoft Office Suite and fundraising software/tools.
- Self-motivated, detail-oriented, and able to work independently as well as part of a team.

### **Working Conditions:**

- This position requires flexibility in hours, including occasional evenings and weekends for fundraising events and meetings.
- The role is based in Cranbrook, BC, with the expectation of active participation in the school and local community.

### **Application Process:**

Interested candidates should submit a resume, cover letter, and references outlining their qualifications and experience relevant to this position. Please send applications to [dmckay@kcacademy.ca](mailto:dmckay@kcacademy.ca) by September 20, 2024.