

Summer Student - Fundraising Coordinator

Who we are:

U Multicultural Inc. is a Canadian ethnocultural media platform, TV and Radio broadcaster. Our team is small, working together in our areas of strength to ensure we can have a broad impact on our community. Working cohesively with the Project Coordinator, the Fundraising Coordinator is an integral part of a committed, hardworking, and fun team!

A typical day for you in the role of Fundraising Coordinator will include the following key responsibilities:

- Taking ownership & leading the development and implementation of a comprehensive, proactive, relationship-based strategy;
- Managing annual gifts, major gifts, leadership gifts and all other types of fundraising;
- Leading donor communications strategy;
- Writing and submitting funding applications and reports;
- Building & maintaining relationships with financial and in-kind supporters;
- Planning and implementing fundraising campaigns;
- Contributing to the maintenance of administrative systems, databases, record and other information that allow the program to flourish;

This Opportunity Might Be For You If You

- Have a solid understanding of the fundraising development cycle – planning/implementing fundraising plans, strategies, and tactics;
- Have the ability to build systems and processes to support development;
- Are creative, solution-focused, resourceful, relational and authentic in building relationships; able to quickly build rapport and connection;
- Strong strategic thinker – sees challenges as an opportunity;
- Like to take initiative, be pro-active and make things happen;

Qualifications

- Extremely passionate about non-profit organizations, and in particular about serving the ethnocultural community;
- Minimum of 1 year of experience in fund development or fundraising role (in a non-profit organization, preferred);
- Exceptional oral and written communication skills;
- Experience in a small environment and wearing many hats are beneficial;

If you are looking for a purpose-driven and compelling place to work, please email your cover letter and resume to [click apply](#) as soon as possible. This position will remain open until a suitable candidate is found. We thank all applicants for their interest, however only those under consideration will be contacted.

Job Types: Full-time, Part-time, Temporary

This position is funded by the Green Team grant with Manitoba Government

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Salary: \$11.90-\$12.00 per hour

Schedule:

- Monday to Friday

Work remotely:

- Temporarily due to COVID-19

Send your resume and CV to info@u-channel.ca