

Business Development Coordinator

Thunder Bay Community Foundation

Description

The goal of this position is to promote to mission of the Thunder Bay Community Foundation within our community including donors, potential donors, recipients, and supporters. The purpose of this role is to give an individual experience in not-for-profit sector and to inject the organization with new, vibrant ideas. The objective of this role is to increase the Foundation's brand awareness by creating marketing plan based on the Strategic Plan that is being launched in Fall 2018. The individual would help create the marketing plan; review the marketing plan with the committee and board; implement the marketing plan; and periodically provide progress reports to the Executive Director.

Duties

This role will be responsible for a variety of duties to help them develop skills that will be an asset to their future career. The duties include, but will not be limited to: Assisting with the creation and implementation of a marketing plan based on the findings of the Strategic Planning Session; Managing the Foundation's online presence through social media; Creating content and updating the Foundation's website; Creating and assisting in creating ads and marketing materials as needed; Coordinating with external organization in which the Foundation holds membership; Assist in planning and executing events; Outreach to charities and donors; General office and administrative tasks as needed; and Providing progress reports to the Executive Director.

Qualifications

University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program in the area of Business, Marketing, Community Relations, Public Relations, Teaching. College Diploma in Business, Marketing, Community Relations, Public Relations, Media Relations, Events Planning and Non-profit Management. The position will be a first full-time employment in the candidate's field of study.

Other Details

Hours: Mondays to Fridays, 35 hours/week

Wage: \$18.00/hour

Vacation: Two-weeks

Contract Term: One-Year

Please address cover letters to Melanie Blanchette, Executive Director.

Application Deadline: 5:00 PM on October 31, 2018

Applications can be submitted to

312-101 N.Syndicate Avenue
Thunder Bay, Ontario
P7C 3V4

Or

mjgreen@tbcf.org

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