



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs. At this time, we are seeking to fill the position of:

Partnership Development Coordinator
Internal Posting – 6 month Contract

SUMMARY OF FUNCTIONS

Credit Valley Conservation is seeking an innovative, dynamic and results oriented Partnership Development Coordinator to work with our CVC Foundation fundraising team. You will work to expand the CVC Foundation's giving program through varied funding avenues including philanthropic giving, events, sponsorships and grants.

ELIGIBILITY REQUIREMENTS

- Post Secondary degree or equivalent
- Strong coordination skills
- Strong written and verbal communication skills
- Excellent networking, presentation and interpersonal skills
- Ability to work independently and as part of a team
- Database management skills
- Excellent strategic thinking and tactical planning skills
- Strong project management skills, with proven ability to manage timelines
- Strong work ethic, results-oriented, team player, committed to supporting the not-for-profit sector
- Clear understanding of and strict adherence to ethical fundraising standards
- Adaptable to a flexible work schedule including some evenings and weekends.
- Fundraising experience, or work in a non-profit organization, is considered an asset

SUMMARY OF MAJOR TASKS

Perform the following tasks under limited direction.

- Work as a key member of the development team to implement the fundraising plan and to ensure the realization of the Foundation's fundraising goals
- Conduct the full range of activities required to research, write, submit, and manage grant proposals to foundations, government and service clubs; including budget development and management
- Implement and monitor donor/sponsor/volunteer recognition plans to encourage and reinforce long-term relationships
- Coordinate with internal and external stakeholders in the delivery of signature fundraising events and ensure events are presented to a high standard of execution, meet objectives and remain within budget
- Coordinate and support the activities of the Foundation's various sub-committees
- Identify, develop and expand opportunities for individual annual giving programs to acquire and retain donors
- Identify potential strategic partnerships with funding and non-funding agencies
- Acquire and maintain a sound knowledge and understanding of Credit Valley Conservation and Credit Valley Conservation Foundation and use that knowledge and understanding to write compelling grant proposals and donor appeals
- Maintain current records in database and in paper files

Professional Development:

- Keep up to date on issues and information related to the profession, position and organization
- Attend staff meetings as required.

CVC offers a full benefit package for contract staff including health, dental and life insurance, and a staff identification pass which entitles you to free entry into all conservation areas! CVC also offers its employees a compressed workweek and flex-hours.

Salary starting at: \$44,623 per annum

Forward resume by **July 30th, 2010** to:

Credit Valley Conservation

Fax (905) 670-5613 or E-mail: hrcvc@creditvalleyca.ca

www.creditvalleyca.ca

Please quote "**Partnership Development Coordinator**" on resume/letter.
Resumes/letters submitted electronically must be submitted in Word format

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.

Credit Valley Conservation is an Equal Opportunity Employer.