



St. John Ambulance

SAVING LIVES

at work, home and play

St. John Ambulance is currently seeking a motivated multi-tasking professional for the position of **Fund Development and Marketing Coordinator**. This is a one year full-time contract position with the possibility of becoming permanent. The successful candidate will work out of the Thunder Bay Branch and be responsible for:

- increasing revenue through development, implementation and completion of successful fundraising events
- executing an overall annual marketing plan
- corporate sponsorship, requests for donations and grant writing
- developing working relationships with corporate clients, service clubs and foundations
- developing and working with fundraising committees, volunteers and media
- coordinating and managing the Operation Red Nose campaign
- ensuring contingency plans are in place to make certain overall fundraising/donation targets are met.
- ensuring all donors and fundraising volunteers receive acknowledgement and recognition

You will require a post secondary degree or diploma in a related field, along with demonstrated experience coordinating special events, foundation and corporate sponsorship campaigns and proposal writing. Excellent verbal and written communication skills are key in order to develop and maintain positive relationships with donors, instructors and volunteers. You will have strong organizational and planning skills and the ability to manage several projects concurrently and work under the pressure of tight deadlines. Access to a vehicle and a valid driver's license is necessary.

For a detailed job description go to career opportunities at www.sja.ca

If you feel this job is for you, please submit a cover letter, resume and three (3) references by Friday August 27, 2010 to:

Diana Sustawenko
Executive Director, Northwestern Ontario
St. John Ambulance
518 Fort William Rd.
Thunder Bay, ON P7B 2Z8
Fax-807-343-0295
Email- Diana.Sustawenko@on.sja.ca