



FUNDRAISING ORGANIZER (2 POSITIONS AVAILABLE)

Classification: 35 hours/week for 10 weeks

Location: This is a work from home position for the time being due to COVID-19. If working in the office becomes possible, the office is located at 210 1212 31st Ave NE, Calgary Alberta T2E 7S8. The selected candidate(s) must provide a suitable home office space. It would be beneficial if the candidate(s) can provide their own computer. The LLSC will provide an additional monitor, keyboard, and mouse.

The Opportunity:

MISSION FIRST

Improving the lives of people affected by blood cancers is the responsibility of everyone at The Leukemia & Lymphoma Society of Canada (LLSC). This mission guides all decision making, regardless of job function. Understanding and addressing the needs of people affected by blood cancers is fundamental to who we are and what we do. We are mission driven:

- dedicated to serving the blood cancer community
- committed to learning about blood cancers, LLSC services and new treatment options
- empowered to take ownership of our mission by informing, educating and connecting people to LLSC services

The Leukemia & Lymphoma Society of Canada (LLSC) is dedicated to funding blood cancer research, advocacy, and patient education and support. LLSC is on the threshold of amazing breakthroughs in these areas, and their fundraising efforts accelerate new treatments and therapies once thought impossible.

Our Mission: Cure leukemia, lymphoma, Hodgkin's disease, and myeloma, and improve the quality of life of patients and their families.

Each year, LLSC executes a number of fundraising programs including our signature event **Light The Night**, which brings in millions of dollars to advance our mission. This is the main focus for the position(s) available.

Purpose of Position: Assist and support the various fundraising campaigns, including Light The Night at the Prairies Head Office located in Calgary, Alberta.

We have an exciting and rewarding opportunity for a motivated and enthusiastic individual to join a dedicated team of staff and volunteers to help achieve the LLSC's mission.

Reporting to the Senior Fund Development Coordinator, you will support the achievement of the region's operational plan and fundraising activities associated with LLSC's Light The Night Walk. We are looking for an individual who is self-disciplined, goal oriented, team oriented, has strong customer service, problem solving, planning and organizational skills.

The selected candidate will gain valuable experience in the areas of client service: donor relationship building, implementing versatile virtual and, if possible, in-person interactions (use of tools like Zoom,



Facebook for Workplace, etc.); teamwork: collaboration across teams and encouragement to contribute ideas, participation in cross-organization team building activities; communication: involved with social media and creation and distribution of content for communicating with constituents, comfortable with utilizing all forms of communication including phone calls; digital business and non-profit management and operations: data management and consolidation through Excel; development and fundraising: donor prospecting through LinkedIn, managing peer-to-peer fundraising operations; marketing and PR; and community relations. Students and youth interested and focused on building these skills, and more specifically, in the following areas are encouraged to apply: fundraising management, communications, marketing and/or business, non-profit management. **This is a paid position, funded by the Government of Canada Summer Jobs Program.**

Key Responsibilities:

- Support the achievement of Light the Night Calgary (LTN) and other Prairies region LTN Event revenue targets
- Support the campaign staff in identifying, soliciting, securing, and recognizing in-kind sponsors, auction items, and community partners
- Assist with campaign duties including database/fundraising entry, customer service, and regular status and progress reporting
- Support retention of teams and participants of LTN across the Prairies Region
- Campaign administrative duties to include, but not limited to: participant registration and online support, front end and back end database management and record control, creating, managing, and editing excel spreadsheets, data entry, preparation of meeting materials
- Develop positive volunteer interactions through recruitment, mentoring, and providing support for fundraising goals, while focusing on the mission of LLSC
- Prospect, identify, and network with corporations, community groups, schools, and key donors to promote various campaigns
- In conjunction with our marketing team, help to develop fun and creative ideas to engage audiences and execute the campaign social media plan using Facebook, Twitter, Instagram, Hootsuite, and LinkedIn
- Assist with other campaign and programs as needed across the Prairies Region and LLSC.

Skills for Success in this Position:

- Self-Disciplined
- Organized
- Trustworthy
- Reliable
- Relationship Builder
- Excellent Communicator
- Customer Service Excellence
- Social media content creation experience
- Database Management (Excel)
- Outgoing
- Creative
- Enthusiastic
- Versatile
- Self-Directed
- Collaborative
- Team-Player



Physical Demands & Work Environment:

- Minimal and typical of similar jobs in comparable organizations
- May be required to move campaign materials when setting up for events, in the event of return to in-person events (no more than 15-20 pounds)

To be eligible, you must meet the following criteria:

- Candidate must be between 15 to 30 years of age (as per requirements set by the Canada Summer Jobs Program)
- Be a Canadian citizen or permanent resident (as per requirements set by the Canada Summer Jobs Program)

Please send your resume and cover letter indicating how your interests and experience would help the LLSC achieve greater success with you as a part of the team, to Alison Duff at alison.duff@lls.org by Friday, July 23, 2021.