



## **Development Coordinator, AMICI Camping Charity**

**Posted date: Friday, August 29, 2008**

**Closing date: Friday, September 19, 2008**

**Position Status: Part-Time, 1 year Renewable Contract**

**Location: Central Toronto, GTA**

AMICI ("Ah-MEE-key") Camping Charity sends boys and girls from low-income families to more than 20 accredited summer camps in Ontario. Children can return to camp year after year through AMICI, for as long as the family requires financial support. Established in 1966, AMICI consists of a full-time Executive Director, a volunteer Board of Directors, and a network of event and committee volunteers.

AMICI Camping Charity is at the half-way point of a five-year strategic and business plan calling for aggressive fundraising and program growth. Over the next 2-3 years, the Development Coordinator will assist with the significant growth that has taken AMICI from supporting 79 campers in 2004 to 125 campers in 2008. Our goal is to send 160 underprivileged boys and girls to camp by 2010.

Reporting to the Executive Director, the successful candidate will be responsible for providing administrative support for the day to day operations of the organization, including: fundraising, donor stewardship, event support, program coordination, and administrative support for the management of financial and systems databases. The ideal candidate for this position will be a dedicated and energetic individual who welcomes challenges; is detail-oriented and able to multi-task effectively; is able to work independently and as part of a team; and who knows how to have fun in the workplace while maintaining the utmost professionalism.

### **Responsibilities:**

#### **ADMINISTRATION:**

- Assuming responsibility for a range of administrative support functions arising in the day to day operations of the AMICI office; tracking of expenses, maintenance of financial statements and billings;
- Maintaining, and developing systems for the storage, tracking, and security of the organization's files, documents, and materials related to fund-raising, donors, financial statements, reports, Board minutes and correspondence; screening incoming voice mails and general e-mails; maintaining organizational files and office supplies;
- Ensuring effective administration of the financial database system (Quickbooks 2008);

#### **SPECIAL FUNDRAISING EVENTS:**

- Supporting volunteer event coordinators in the successful planning and execution of fundraising events;
- Maintaining the organization's website, including online annual calendar of events;
- Researching event options and costs, monitoring expenditures, maintaining accurate records of ticket sales, distribution, and purchaser information;

#### **DONOR STEWARDSHIP:**

- Maintaining the organization's Filemaker database; providing database support in the planning and implementing of mailings, special events, third party events, managing the



list selection process, and ensuring regular data hygiene; ensuring the timely production of data reports as required;

- Processing daily donations including the inputting of all donor information into the system; updating routine donor correspondence on a regular basis including thank you letters.

**Qualifications:**

- Ability to interact compassionately with donors, partner camps, participants and their family members
- 1-2 years related experience within a charitable / not-for-profit organization, fund raising, marketing or event coordination environment;
- Post-secondary education in related field (fundraising, marketing, communications, event planning) is an asset;
- Excellent computer skills - Proficient in MSWord, Excel, PowerPoint, Outlook, Quickbooks and Filemaker;
- Excellent verbal and written communications skills, interpersonal / client service skills;
- Superlative attention to detail while producing and working at a fast pace;
- Ability to effectively manage multiple projects and to meet deadlines;
- Uses good judgment in decision-making;
- Demonstrated ability to work independently and as part of a team;
- Professional manner, knowledge of general office practices and systems;
- Familiarity with financial administration; accurate typing, minute-taking and proof reading skills are an asset;
- Summer camp experience (as a camper and/or staff member) is a strong asset.

**Hours and Compensation:**

- 12 month renewable contract
- 24 hours per week
- 12 weeks vacation: 8 weeks during July & August, 2 weeks in December (Christmas/New Years break) and 2 weeks at the candidate's discretion
- Hourly wage according to experience and qualifications

For additional information about AMICI Camping Charity please visit [www.amicicharity.org](http://www.amicicharity.org)

AMICI Camping Charity is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their application, including their resume and a cover letter detailing how their skills and experience meet the requirements of this position and salary expectations, via mail, fax or email to:

Kate Horton  
Executive Director  
AMICI Camping Charity  
150 Eglinton Ave East, Suite 204  
Toronto, ON M4P 1E8  
FAX: 416-486-3854  
[info@amicicharity.org](mailto:info@amicicharity.org)

No phone calls, please. Only those applicants selected for an interview will be contacted. All applications must be received by 5:00pm on Friday, September 19<sup>th</sup>.