



FRIENDS of the SIX NATIONS PUBLIC LIBRARY FOUNDATION, Est. 2011

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POSITION TITLE: CAMPAIGN COORDINATOR

REPORTING RELATIONSHIP

Reports to the ED of Friends of the Six Nations Public Library Foundation.

POSITION SUMMARY

The Foundation Campaign Coordinator is a direct assistant to the Executive Director and is a key resource to the volunteer charitable organization. The Friends of the Six Nations Public Library Foundation Fundraising Campaign Coordinator is an integral position. This candidate will be responsible for preparing and assisting with a fundraising plan for 2017 with a target of \$100,000 in revenue. The Coordinator will also be involved in identifying opportunities for a new library building (\$15 million), continue to grow the donor base of the Foundation.

RESPONSIBILITIES:

The Campaign Coordinator performs front-line services including:

- Fundraising, financial campaigning, and maintaining funding support;
- Planning and implementing ongoing and regular planning of fundraising events for the year;
- Fundraising for capital expenses for the Library and the Library Archives.

These will be accomplished by:

- Making calls on behalf of the Foundation;
- Researching grants and other charitable organizations;
- Assisting with campaigns for planned giving and donor drives;
- Maintaining and updating the Access database on donors;
- Assist with the completion of Official Tax Receipts during tax seasons and after major events;
- Assisting in the creation of fliers or other marketing materials;
- answering and/or referring telephone requests; and
- Completion of daily activities worksheets.

EDUCATION, SPECIFIC TRAINING, and RELEVANT WORK EXPERIENCE:

The Foundation will train new Campaign Coordinators for specific knowledge when required; however the following list is inclusive for a successful Campaign Coordinator:

1. Knowledge, skills and abilities are acquired through a combination of education and experience;
2. A diploma or certificate in business administration is preferred;
3. Must have working knowledge of computers, MS Office Suite (including Word, Excel, Access, and PowerPoint), Internet searches, and database searches;

4. Must be confident in working with electronic devices such as laptops, tablets;
5. Must be able to demonstrate strong public relations skills, interpersonal, verbal and written communication skills; and
6. The ability to demonstrate strong organizational skills.

JUDGEMENT and INDEPENDENT ACTIONS:

The Foundation Campaign Coordinator is responsible for daily judgment and independent actions to a limit. Ultimately the ED is responsible for all activities and managerial decisions within the Foundation.

The Campaign Coordinator is responsible for remaining active throughout the day. The majority of judgment and independent actions by Campaign Coordinator pertain to how to fill a shift with a variety of needs. These may be suggested or required by the ED. Such judgments include:

- Responding to Calls for information by interested donors or grantors
- Order of activities within a day;
- Additional project tasks;
- Ordering and paying for water delivery;
- And notifying the ED of priority information when she is out of the building.

The Campaign Coordinator must seek approval for:

- Promising Contra Deals;
- Accepting contracts or binding the organization;
- Purchases of supplies including supplies;
- Overtime or lieu time banking/usage;
- Ordering from Vendors of Record for supplies and stationary;
- Approval of contracting outside maintenance and repairs on building;
- Adding shifts or approving additional shifts for Pages; and
- Registering for training which includes registration fees, travel, or out of building time;

PROBABLE IMPACT OF ERRORS:

The primary impact of errors associated with the Campaign Coordinator positions are as follows:

- **Confidentiality**—any staff who does not protect the records or data of the Foundation and their donors may cause a breach of confidentiality. This may result in injury to the donors, impact to the Foundation or legal action against the staff and Foundation.
- **Loss of Materials**—any staff who is not vigilant within the building, or who does not properly log donations within the financial or Access databases may cause a loss of funds and ultimately impact the credibility of the charity.
- **Loss or Damage of Property**—any staff who is not vigilant on maintaining the premises and closing procedures of the facility may cause a loss of personal, Foundation or (as a shared facility) library property.
- **Financial Loss**—any staff who does not properly safeguard the cash of the Foundation risks theft of petty cash and loss of revenue.

- ***Discontinuity with the Actions of the Board***—Pertaining to Awareness and Familiarity with Organizational Documents, it is the responsibility of the Campaign Coordinator to review, question, and be mindful of the Foundation’s organization documents and the legal requirements of the charity. Without knowledge of these documents, the Campaign Coordinator cannot complete their job properly, which will result in both poor practices and performance reviews. These include but are not limited to:
 1. Mission and Values
 2. Core Competencies
 3. Strategic Plan
 4. Policies and Procedures
 5. Manuals
 6. Action Plan

SUPERVISION OR DIRECTION EXERCISED:

The Campaign Coordinator has limited supervisory responsibilities. These include shift supervision of:

- Volunteers
- Interns
- Co-Op students

The Campaign Coordinator may be requested by the ED to provide feedback for evaluation, discipline, or other reporting, but will not be required to complete these roles themselves. Any issues or concerns should be handled immediately with the day Clerk of the Library and/or ED informed or requested for assistance, as well as the Police via 911.

WORKING RELATIONSHIPS:

With the ED

Receives direction and guidance in providing professional services, administrative responsibilities regarding the daily operations of the charitable organization, The Friends of the SNPL Foundation.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff; and fosters a respectful work environment. This includes with staff of the Six Nations Public Library, where the Foundation has resides.

With External Agencies or Groups

Represents and promotes Friends of the SNPL Foundation interests relative to fundraising related initiatives; seeks advanced permissions, values, or statements from the ED; seeks to develop sound professional working relationships.

With the Public and Donors

Represents and promotes Friends of the Friends of the SNPL Foundation interests in a courteous manner, provides information and advice as requested. This includes both on and off-shift, as the Campaign Coordinator is an identifiable representative of the Foundation throughout the community.

WORKING CONDITIONS:

Expected Working Environment—The expected working environment of the Foundation is that of a public sector, office setting. The Campaign Coordinator can expect:

- Meeting with and communicating with current and potential donors primarily by phone;
- Communicating with rude or difficult people (rejection calls);
- Basic money math;
- Use of LCD monitor on PCs for an average of 80-90% of shift;
- Occasional lifting in excess of 20-40 pounds;
- Sitting for approximately 75% of shift;
- Walking between multi-level, non-accessible floors;
- Exterior lifting such as shoveling; and
- During programming or events, working off site, outside, and assisting with set-up/break down of promotional content.

Equipment—The Campaign Coordinator can expect to use a variety of office equipment including:

- Photocopier
- PC/laptop
- Laminator
- Slicer
- Vacuum

Appearance—As the Campaign Coordinator is a face of the Foundation and working in the public spaces of the Library, they should be professional in dress, appearance, and attitude. The Campaign Coordinator may participate in dress down days or dress down for task specific work, but should otherwise attend work in business casual dress or better, and be appropriately prepared for the workplace tasks of the shift. When events are planned, or other face to face with potential donors a professional dress or event dress may be required.

COMMITMENT TO OUR LOCAL COMMUNITY:

All employees are required to demonstrate a commitment to the community of Six Nations. The Friends of the SNPL Foundation Board and ED will demonstrate this commitment by giving priority for employment to Six Nations members, followed by other local First Nations applicants.

Updated May 1, 2015