



## The Christmas on the Peninsula Society

is seeking an

### Events Coordinator/Fundraiser

#### **Our mission**

To provide a first-class Christmas Festival on the Semiahmoo Peninsula for visitors and local communities, to gather together to hear and see the Christmas Story unfold.

#### **Our goal**

To have a Christmas Parade, Christmas Village and Christmas Entertainment in a beautiful setting, and to promote special Christmas events all around the Peninsula at the beginning of each Christmas Season.

#### **Scope of Services**

To Initiate, Implement and coordinate fundraising, including fundraising events. Keep financial and other documents up to date and promote events and the COTP society.

##### **Administration**

- Attend Board of Directors meetings
- Ensure stakeholders' including volunteers' information is accurately recorded and up to date
- Maintain and if needed implement new systems and procedures

##### **Financial**

- Meet financial targets as established by the Board of Directors in the yearly budget
- Keep financial documents up to date
- Develop, monitor and evaluate a fundraising budget

##### **Fundraising**

- Initiate, develop, implement, monitor and evaluate all activities related to fundraising including events and create initiatives to acquire new supporters
- Organize and hold at least one special event with the goal to raise \$10,000 through this and other fundraising activities

##### **Logistics**

- Maintain event supplies in storage areas in an orderly fashion according to inventory lists and map and organise transportation of supplies to and from these areas

**Promotions**

- Promote the society and fund-raising events to prospective sponsors, participants, visitors and volunteers in local and near lying communities to include various forms of Social Media including Facebook, Instagram, our website as well as traditional forms of advertising

**Volunteers**

- Retain existing volunteers by encouraging their return
- Recruit and train new volunteers as needed

**Contractor experience and attributes**

- Experience in event planning/management or a related field
- Hands-on related experience and knowledge of fundraising in the non-profit sector
- Demonstrated planning and organization skills
- Ability to multitask and prioritize while being flexible to deadlines and pressure
- Financial & budget management skills
- Professional, personable, and comfortable interacting with event participants and attendees, donors, volunteers at all levels
- Ability to manage a team
- Experience recruiting and managing event volunteers
- Proficient in MS Office Suite; adept social media user
- Must be able to lift / move up to 40 lbs (18 kg)

**Duration and fee for services**

Anticipated to begin first week of April, this is a 5-months contract with a possibility for ongoing contracts. The fee for this part time contract will be \$5,000 paid in 5 equal instalments upon monthly progress reports and invoices. There is a possibility for a bonus should the funds raised exceed the goal of \$10 000.

**Deadline for response**

Please send resume and letter demonstrating how your experience relates to our requirements before March 13<sup>th</sup> to Liv Butow, President Christmas on the Peninsula Society, via email to [liv@butow.com](mailto:liv@butow.com)

We thank all who apply and advise that only those selected for further consideration will be contacted.