



The Christmas on the Peninsula Society

is seeking a

Fundraiser

on a part-time contract for **6 weeks**, with possible future contracts as an event coordinator.

Scope of services includes:

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

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.

Duration and fee for services

Anticipated to begin **March 2nd**, this is a **6 - weeks** contract with possible extension and future contracts.

The remunerations will be given after 3 weeks and 6 weeks upon written reports and invoices.

Scope of Services

Financial

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

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 \$ 6,000 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.

Administration

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

Contractor experience and attributes

- Demonstrated planning and organizational skills in event planning and management or a related field.
- 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, and volunteers at all levels.
- Ability to recruit, schedule and manage volunteers and if needed entertainers.
- Willing to work collaboratively with volunteers and organising team members.
- Proficient in MS Office Suite; adept social media user.
- Able and willing to work in MS tables during the contract.
- Must be able to lift / move up to 22 lbs (10 kg).

Deadline for response

Please send resume and letter demonstrating how your experience relates to our requirements or a fund raising proposal before February 20th to Liv Butow, President Christmas on the Peninsula Society, via email to Liv@ butow.com

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