



Big Brothers Big Sisters

OF DUFFERIN AND DISTRICT

Job Description – Fundraising and Communications Coordinator/Group Programs Coordinator

Responsible To: Executive Director

Function

This is a dual role that will help with both fundraising efforts at the agency and offer support for group mentoring programs.

Primary Responsibilities

Special Events

- Help run special events throughout the year
- Send out thank you notes after the event.
- Coordinate and execute tax receipting

Foundations/Government

- Review opportunities through Foundations and Government agencies for grants and help prepare grant proposals

Communications

- Create a monthly e-newsletter for volunteers and supporters.

Programs – Big Bunch

- Plan and run monthly Big Bunch events with assistance of other staff.
- Buy and prepare food for Big Bunch events.
- Send monthly invites for Big Bunch events.

Programs- Go Girls! and Game On!

- Assist the caseworker with organizing and running group programs at local schools.
- Keep track of necessary paperwork in paper files.

Other

- When necessary conduct reference checks for incoming program volunteers.
- Attend Committee meetings as required
- Help with various administrative duties as required.
- Assist with the cleaning of the office as required.