



## Administrator, Corporate & Community Partnerships (12-month contract)

### ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

### THE OPPORTUNITY

Campfire Circle is currently seeking an Administrator, Corporate & Community Partnerships. Reporting to the Director, Corporate & Community Partnerships, the incumbent is accountable for the cultivation and implementation of fund development plans with a major focus on third party event fundraising and corporate partnerships to support Campfire Circle's long and short-term development goals.

The key accountabilities of this role are:

- In collaboration with the other members of the Corporate & Community Partnerships team, provide support to over 100 annual 3rd party events.
- Work closely with Marketing to create event fundraising pages and online listings for events and partnerships.
- Lead the tracking of all events and corporate partnerships in Raiser's Edge and Outlook team calendars
- Prepare event briefs and lists as well as book all necessary spaces and supplies.
- Serve as the main point of contact for events as assigned (typically events under \$2,500)
- Attend and represent Campfire Circle at various community events and corporate engagement experiences including hosting event booths, speaking on behalf of the organization, and accepting cheques and other funds.
- Work with members of the events team on effective storage and space management to ensure spaces remain clean, safe, and work-efficient.
- Work with members of the events team to manage all prize items, gift-in-kind donations, and event materials including maintaining an up-to-date inventory and re-ordering supplies as needed
- Coordinate all Corporate & Community Partnership team mailing including, but not limited to, invoices, thank you letters, recognition items, prize packages, event supplies, and miscellaneous packages.
- Provide front office support coverage as needed, including managing the main phone line, greeting visitors, and accepting mail.



## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- A post-secondary degree or the equivalent combination of education and work experience.
- Minimum 1-2 years' experience in fundraising/non-profit environment, and/or in event planning.
- Strong verbal, presentation and written communication skills.
- A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- A demonstrated ability to work collaboratively in a team environment.
- A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- Detail oriented with great organizational skills.
- Experience using CRM donor database (Raiser's Edge experience advantageous).
- Computer literacy in Microsoft Office (Word, Excel and PowerPoint).
- Current driver's license and ability and willingness to become insured on our auto insurance plan.
- Valid Canadian passport and the ability to travel to the United States.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

### WORKING CONDITIONS

This position works in a hybrid work from office/work from home environment with 2 – 3 days per week in the office. This will increase before and after large events. The incumbent will work outside for long periods of time occasionally and this position involves considerable evening and weekend commitments and some travel that requires long-distance driving through Ontario. In consideration of the population we serve the incumbent is a non-smoker.

### COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$40,000 - \$44,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth and to support this we offer a comprehensive benefits package, a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements and on-going professional development.

### HOW TO APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2022055 – Administrator, Corporate & Community Partnerships.**

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!



*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

### **ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION**

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.