



# Administrator, Corporate & Community Partnerships

## ABOUT US

Campfire Circle 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** to join our dynamic Development Team!

Reporting to the Director, Corporate & Community Partnerships, the Administrator, Corporate & Community Partnerships supports the achievement of annual fundraising targets with a major focus on third-party event fundraising and corporate partnerships. This role will help plan, organize, and evaluate corporate and community event partnerships in support of Campfire Circle's short and long-term goals.

Key Accountabilities:

### 1. Partnership Administration:

- Provide support to over one hundred (100) annual 3rd party events in collaboration with the other members of the Corporate & Community Partnerships team.
- Work closely with the Officer, Digital Experience & Analytics to create event fundraising pages and online listings for events and partnerships.
- Lead the tracking of community events and corporate partners in Raiser's Edge including creating and managing opportunities, ensuring data is accurate and updated on a consistent basis.
- Lead monthly pipeline review meetings including reporting on key metrics and moves management.
- Lead the tracking for all events and corporate partnerships in Outlook team calendars, event briefs, and lists in Microsoft Word and Excel including booking all necessary spaces and supplies.
- Support the execution of stewardship and partnership fulfillment for corporate and community event partners in collaboration with the Donor Experience Officer
- Work with members of the Events team on effective storage and space management across the Development Department 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.
- Lead the administration and logistics for Community Events and Corporate Engagements, namely packing and unpacking processes.
- 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 general administrative support to the Development department as needed, including coordinating mailings, stewardship activities, accepting donations over the phone, and other duties as assigned.



## **2. Corporate and Community Partnerships Program:**

- 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 facilitating event booths, accepting cheques and other funds, and public speaking.
- Engage potential supporters while attending events, identifying opportunities to cultivate new relationships.

## **3. Merchandise Program**

- Manage vendor relationships and ordering of all merchandise items, ensuring an up-to-date inventory across all sales sites.
- Lead the annual merchandise inventory and design process in collaboration with the Marketing & Communications team, the Officer, Donor Experience, and Officer, Corporate & Community Partnerships
- Oversee the processes for merchandise sales, e-commerce sales, and training resources needed to support sales.

## **4. Front Office Support:**

- Act as reception coverage for lunch periods on a minimum of 2-3 days per week, and provide coverage for vacations on an as-needed basis
- Support answering the main office phone line and donation line including listening to voicemails, answering the phone, and forwarding calls and messages to the appropriate team member as needed.
- Admit visitors and delivery persons to the office and great them as a representative of Campfire Circle, accepting packages and notifying other team members as needed.
- Accept mail and support all team members with any mailings as required.

**5. Perform other duties and responsibilities as assigned by their Manager or their designate.**

## **ABOUT YOU**

### **QUALIFICATIONS**

#### *Required Criteria:*

- a) A post-secondary degree from a recognized post-secondary institution or the equivalent combination of education and work experience.
- b) Experience in fundraising/non-profit environment, and/or in event planning.
- c) Strong verbal, presentation, and written communication skills
- d) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- e) A demonstrated ability to work collaboratively in a team environment.
- f) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- g) Detail-oriented with great organizational skills.
- h) Experience using CRM donor database (Raiser's Edge experience advantageous).
- i) Computer literacy in Microsoft Office (Word, Excel and PowerPoint).



- j) Ability to travel to the United States.
- k) Clear police reference check and vulnerable sector screening
- l) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations, and COVID-19 vaccination, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

### WORKING CONDITIONS

- a) 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 occasionally work outside for long periods of time.
- b) This position involves considerable evening and weekend commitments and some travel that requires long-distance driving through Ontario.
- c) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

### COMPENSATION & BENEFITS

This position offers a competitive annual salary range of **\$40,000 - \$45,000**. In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), 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 **2024029 - 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/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishinaabeg, 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.