



CIUT-FM Job Opportunity

Fundraising & Sponsorship Coordinator

CIUT-FM Toronto is looking to hire a full-time Fundraising/Sponsorship Coordinator to add to our staff team. We have a very supportive listenership that helps us to reach over \$200,000 in donations each year. We look forward to learning from your experience to increase our fundraising efforts. Sponsorship initiatives are designed to help establish and grow this area of potential new revenue for the station by building relationships with local businesses and other community driven operations.

We present a rare opportunity for someone to work with a dynamic team to reimagine our fundraising and sponsorship initiatives. You could be the candidate that can play a significant role in efforts to deepen and expand upon our revenue generating initiatives in fundraising and sponsorship alike.

The Fundraising/Sponsorship Coordinator will work with colleagues in Programming, Operations, Digital Marketing, Social Media, Live Events and Production. Reports directly to the Station Manager

Responsibilities include:

- Increase Donor revenue through individuals, local businesses, Government Agencies, Foundations, Festivals, etc.
- Plan and manage on air fundraising initiatives with Station Manager.
- Plan and manage the participation of volunteers in Fundraising
- Plan and manage digital marketing, promotions, sponsorships, events, grants and more.
- Conduct Donor cultivation and solicitation
- Identify acquisition strategies for large gifts and legacy donations
- Prepare critical path updates and Donor & Member reports
- Maintain Donor database
- Lead sponsorship sales by soliciting, renewing, fielding or following through on all leads presented
- Build our relationship with clients by finding a rate set up that works for them
- Oversee all in-kind underwriting or sponsorship implementation
- Work with the clients and Station Manager to approve scripts, production and airtime of all spots sold
- Work toward meeting or exceeding goals in both sponsorship and fundraising set together with the Station Manager
- Other Fundraising and Sponsorship duties as directed by the Station Manager

Qualifications

- Bachelor's degree or equivalent experience
- Fundraising experience in a non-profit setting is helpful. We will train up the right person
- Demonstrated abilities to directly engage with community members in order to solicit donations and sponsorships
- Excellent communication and interpersonal skills
- At ease working with a diverse range of volunteers
- Well-developed computer skills including Microsoft Office Suite and donor-based database software
- Meticulous attention to detail
- Tracking and reporting skills
- Track record of meeting assigned goals
- Capacity to adapt quickly to situations, manage multiple and conflicting demands

Type of Position

- Contract, full-time, minimum 40 hours per week.
- Reports to Station Manager

Salary and Benefits

- Annual salary \$50,000-\$56,000 per year based on experience and qualifications
- Health and Dental plan available
- GRSP plan available (optional)
- Two weeks paid vacation
- Some flexibility with working hours

To Apply

Please send your resume and cover letter to ken.stowar@ciut.fm outlining your skills, experience and ideas for the position of Fundraising/Sponsorship Coordinator by Monday, June 10th, 2024. Applications must be forwarded by email only. Only those who have been shortlisted will be contacted for interviews. The position is open to all candidates who are legally permitted to work in Canada.