



SPECIAL OLYMPICS PRINCE EDWARD ISLAND (SOPEI) POSITION DESCRIPTION

TITLE

Fund Development Coordinator

DESCRIPTION

The Fund Development Coordinator provides ongoing administrative and event support to the PEI Law Enforcement Torch Run (PEI LETR) while serving as a liaison between the Provincial Chapter and the International body. The LETR committee is linked to an international initiative that began in 1981 and is the world's largest public awareness and grassroots fundraising vehicle. In PEI, every year, law enforcement personnel from across the province collaborate for a series of annual fundraisers that benefit Special Olympics PEI.

In addition to being the primary support for the PEI LETR committee, the role involves assisting Special Olympics PEI with marketing, communications and fund development projects, and events throughout the year, along with maintaining and strengthening National and Provincial partnerships. The role also involves various administrative support tasks, including organizing meaningful engagement opportunities for athletes and members for various campaigns, events, and database entries.

ACCOUNTABILITIES

This is a dynamic role that will require the following functions including, but not limited to:

- Meet with sponsors and planning committees to assist in planning the scope and format of events, establish and monitor budgets and review administrative procedures and progress of events.
- Coordinate the logistics of several events, such as accommodation and transportation for participants, conference, and other facilities, catering, signage, displays, translation, accessibility requirements, audio-visual equipment, printing, and security.
- Reporting to committee chair(s), conduct tasks necessary to successfully execute approved plans
- Organize registration of participants, prepare programs and promotional material, and publicize events.
- Plan entertainment and social gatherings for participants as needed.
- Ensure compliance with organizational by-laws and policies.
- Aid in the negotiation of contracts for services approved suppliers' invoices, maintained financial records, reviewed final billing submitted to clients for events, and prepared reports.
- Prepare detailed post-event evaluations and analyses for use in future planning.

Updated – December 20, 2023/October 10, 2024



QUALIFICATIONS

- Knowledge of and experience in the field of individuals with an intellectual disability is an asset.
- Bilingualism (French) would be an asset.
- 2+ years of demonstrated knowledge and success in fund development, marketing, and project management.
- Effective communication, interpersonal and influencing skills, including a demonstrated ability to build and maintain networks, effectively resolve conflict, provide advice, and communicate effectively in English (both in writing and verbally) on sensitive issues with a professionally diverse range of partners as well as the ability to make appropriate and timely decisions within authority.
- Ability to manage multiple projects simultaneously, their deliverables and create project plans and roadmaps.
- Experience managing budgets as an asset.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail-oriented
- Enjoy wearing many hats to support a high-performing team and meaningful work.
- Strong computer skills and experience with databases and peer-to-peer fundraising platforms
- Advanced knowledge of, and comfort with, social media platforms and content creation is an asset.
- Advanced user of Microsoft Suite, including Teams
- A clean driver's license valid in PEI and access to a reliable vehicle
- Ability to work evenings and weekends to staff community events and activities that often do not take place during regular work hours.
- Ability to travel both domestically and internationally for conferences and meetings therefore, a valid Passport may be required.



RESPONSIBILITIES

Fundraising Campaigns and Events Sample

- PEI Home Show - March
- LETR Polar Plunge– April
- LETR Torch Run Relay – May
- LETR Fun Run - May
- 5-Pin Bowling Provincials – May
- Sobeys campaign – April / June
- Shed Draw campaign – June-August
- Enriching Lives Gala and Auction – April-July
- Team PEI 2024 Draft and Booster Club
- LETR Truck Convoy – August

Partner Stewardship

- Weekly Thank Notes
- Cheque Presentation Photos
- Press Releases and Social Media Announcements
- Social and In-Person Stewardship Campaigns
- CRM Updates
- Maintain working relationships with sponsors, organizations, and other groups related to the promotion of LETR and SOPEI activities.
- Ensure adherence to brand standards for both LETR and Special Olympics

Communications

- Annual Campaigns
- National Campaigns
- Weekly Content
- Daily Engagement
- Weekly Analytics

Fiscal Management/ Administration

- Follow all fiscal controls at all organizational levels.
- Provide support to other SOPEI staff as required.
- Perform other duties as assigned.

Additional Responsibilities as required.



SUPERVISION

The Manager of Communications, Fund Development, Schools, and Youth indirectly supervises the position and collaborates with the Executive Director and the Director(s) of LETR on conducting performance evaluation.

SUPERVISION EXERCISED

The Executive Director directly supervises all Special Olympics staff.

MISSION

Special Olympics PEI is dedicated to enriching the lives of Islanders with intellectual disability through sport.

Fund Development Coordinator

Date

Executive Director

Date