



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Communications & Fundraising Assistant (Contract Position to February 22, 2019)

GENERAL DESCRIPTION:

The Communications & Fundraising Assistant assists with the implementation of Lower Trent Conservation's communications and fund development programs. As a member of the Corporate Services team, the Communications Assistant provides services to all LTC staff and the public.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Assist with the delivery of the Conservation Authority's Fundraising Program which includes, but is not limited to:
 - a) Coordinating, preparing, and assisting with development of grant proposals.
 - b) Preparing donor recognition resources.
 - c) Fund development mail-outs and electronic communications.
 - d) Conducting research.
 - e) Soliciting donations.
 - f) Observing strict confidentiality regarding client and donor information.
3. Provide support to the source protection programs.
4. Assist with on-line communications platforms to build meaningful connections and encourage community members to take action.
5. Assist with preparation, design, and production of audio, video and written communication products for LTC programs and services.
6. Assist with file management of communication and fundraising resources (resource libraries, photo libraries, media clipping files, public information publications, mail lists).
7. Provide administrative backup for front counter/receptionist duties.
8. Participate in outreach/education activities.
9. Adhere with all LTC policies and procedures.
10. Undertake other related duties as assigned by the supervisor, manager or CAO.

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QUALIFICATIONS:

- Post-secondary education in Communications, Public Relations, Marketing or related discipline
- Work experience in similar role
- Knowledge of Conservation Authority programs
- Understanding of the principles and practices of corporate communications, fund development, public relations, and marketing
- Demonstrated experience in:
 - graphic design and proficiency in Adobe Creative Suite (Illustrator, Photoshop, and InDesign) and Microsoft Office Suite.
 - managing and updating social media applications (Twitter, Facebook, YouTube, etc.)
 - software applications including Microsoft Word, Excel, databases, and graphics software
 - webpage development
 - event planning
 - video filming, editing and photography
 - soliciting gifts by telephone, face-to-face, and through proposals
- Excellent oral and written communication skills coupled with strong proof reading and editing skills
- Positive and professional personal deportment
- Excellent relationship-building skills, able to interact with all external and internal clients and exercise appropriate discretion and demeanour when dealing with media, other agencies, donors, volunteers, staff, Board members, and members of the public
- Excellent time management skills and ability to anticipate, recognize, and adhere to deadlines
- Ability to take initiative and work independently as well as in a team
- Must possess a valid Ontario driver's license, held in good standing
- Must be available to work some evenings and weekends
- Knowledge of Lower Trent Conservation watershed an asset

CONDITIONS OF EMPLOYMENT:

Contract Position to February 22, 2019 ▪ full-time (40 hours/week) ▪ \$44,646 - \$52,521 annually

HOW TO APPLY:

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked "Communications & Fundraising Assistant", along with your resume by Tuesday, April 3, 2018 at 4pm to:

Glenda Rodgers, Chief Administrative Officer
 Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
 Email: information@ltc.on.ca

- Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.
- Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.
- Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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