



Job posting for 105 Gibson Centre

About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide relevant and diversified social services, such as youth and older adults programs, community education, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the community. 105 Gibson Centre opened in Oct 2013 and runs for around 80 hours a week. We have captured 50,000 visits through rental and programs and 7,000 individuals have registered in our programs or services.

We are looking for a candidate for the following post immediately:

Fundraising Coordinator (Part-time, 10 - 12 hours/ week)

We are looking for a compassionate and cheerful individual who love to serve the community. As a Fundraising Coordinator, you will have the opportunity to use your passion and talent to develop the creative fundraising campaigns for 105 Gibson Centre. You are also responsible for managing the internal system for the fundraising team. This position is reporting to the Business Development Manager.

This position is responsible for but not limited to:

- Plan, develop and execute the fundraising events and special activities
- Propose, prepare and deliver the fundraising materials through various communication channels to donors, participants and other stakeholders
- Coordinate the program evaluations, attendance records, budget and expense report
- Manage, update and analyse the demographic and psychographic attributes of donors, participants and other stakeholders
- Collect statistics and compile for reporting purpose
- Design and conduct donor surveys
- Assist in writing grant proposals and media releases
- Support the ministries with coordination, creation, organization and delivery of marketing campaigns
- Work closely with marketing and creative teams for developing marketing materials
- Complete the necessary administrative tasks as assigned

Skills / Qualifications:

- A minimum of 2-year experience in fundraising
- A Bachelors or college degree in marketing or other related fields
- The confidence to ask for donations and the ability to be sensitive and responsive to individual donors
- Excellent skills for writing and editing
- Ability to work independently
- Detail oriented
- Strong multitasking skills and be able to work under tight deadlines
- Outstanding organizational and communication skills, both oral and written
- Fast react and responsive
- Excellent knowledge of all MS Office applications
- Experience in serving Christian Organization
- Language proficiency: (Oral) English, Cantonese and Mandarin/ (Written) English and Chinese

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources

105 Gibson Centre

105 Gibson Drive, Markham, L3R3K7

Email: HR@105gibson.com

Webpage: 105gibson.com

Deadline for applications: July 31, 2020

We thank all applicants, however, only those considered for an interview will be contacted.