Fundraising Campaign Organizer

Envision Fundraising Inc.

Job ID
10086

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LOCATION	DATE POSTED	EXPIRY DATE
666 Burrard Street, Suite 536, Vancouver, BC| British Columbia	07-07-2026	03-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 39 - 42	1 year to less than 2 years	Bachelor's degree

Job Details

Apply by email: aidan@envisionfundraising.ca

Job Description

Envision Fundraising Inc.
Business address: 1640-401 Bay Street, Toronto ON M5H 2Y4
Employer Contact: Mr. Aidan Hughes, Vice-President, aidan@envisionfundraising.ca

Title of the position: Fundraising Campaign Organizer

Job description:
We are searching for a Fundraising Campaign Organizer. The right candidate for this role is responsible for planning, coordinating, and delivering fundraising activities for profit, charity and non-profit organizations. This role focuses on organizing and executing fundraising campaigns, supporting team members through guidance and training, and reporting on campaign progress and outcomes to senior executives.

Key Responsibilities/Duties Summary:
1. Develop and/or deliver educational, publicity and information programs, promotional content, fundraising materials and sessions
2. Direct fundraising drives for Envision clients
3. Participate in daily fundraising activities to promote client programs, charitable initiatives, and public awareness campaigns
4. Track and report on daily sales, campaign performance, and fundraising results and totals, identifying areas for improvement and providing insights to supervising manager to support campaign planning
5. Maintain open communication with VP/senior executives, providing regular updates on team performance, sales totals, and any challenges or concerns
6. Resolve work problems, identify common issues encountered during fundraising activities and recommend techniques or approaches to improve campaign effectiveness, productivity and product quality
7. Facilitate morning meetings and workshops focused on campaign goals, targets, and strategies
8. Conduct interviews, organize conferences and meetings related to fundraising initiatives

9. Provide guidance, train and share best practices with team members on fundraising techniques, communication strategies, and company policies, ensuring they are equipped to succeed in their roles.
10. Assist in onboarding new fundraisers by demonstrating sales, communication, and fundraising approaches.

Skills requirements (includes education and work experience):
1. Related university or college degree in marketing, public relations, communications, etc. OR equivalent experience
2. 1+ years of work experience in communications, public relations, marketing and fundraising or in a related field
3. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
4. Willingness to travel as required for fundraising activities and campaign events
5. Ability to work under pressure in a fast-paced environment
6. Ability to stand for extended periods and walk extensively during field or event-based activities
7. Ability to work in a variety of weather conditions
8. Strong client focus and customer-service orientation
9. Efficient interpersonal skills with the ability to build rapport quickly
10. Excellent oral and written communication skills
11. Demonstrated initiative and proactive work style
12. Highly organized and detail-oriented
13. Team player with the ability to collaborate effectively
14. Outgoing, positive, and professional attitude
15. Dependable and reliable
16. Quick learner capable of adapting to new tasks, strategies, and environments
17. Successful completion of a criminal record check may be required

Location of work: 666 Burrard Street, Suite 536, Vancouver, BC, V6C 2X8
Language of work: English
Terms of employment: Permanent, Full-time, 30-60 hours per week
Number of job vacancies: 1
Job start date: As soon as possible
Compensation: $39-$42 per hour, depending on experience
Benefits: Discretionary Bonus

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