



WOODLAND
CULTURAL CENTRE

**Capital Campaign Coordinator (Parental Leave Coverage)
JOB POSTING**

**\$22.00 Hourly for 20 hours a week
Anticipated end date April 30th 2025**

The Woodland Cultural Centre is currently seeking a Capital Campaign Coordinator. Under the direction of the Executive Director and working closely with the Manager of Development and the Capital Campaign Committee Co-chairs, the Capital Campaign Coordinator assumes the responsibilities for keeping the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal. Administrative duties include but are not limited to: coordination and scheduling of meetings, organization and filing of documents and records, maintaining reports, and records, taking meeting minutes, proofreading and copyediting, aiding with preparation of submissions to funding bodies, assisting with committee meeting preparation including printing and copying, and other general admin duties.

Qualifications:

- Post secondary diploma or degree (or demonstrated equivalent experience) with an emphasis on business, administration or social sciences.
- Experience with fundraising and donor relations.
- Highly organized with an exceptional attention to detail
- Strong communication skills both verbal and written
- Proficient in Microsoft Office Programs
- Ability to multitask, set priorities and meet tight deadlines
- Possess knowledge and understanding of Indigenous people, their culture, history and traditions, especially in Ontario
- Possess a knowledge of the Woodland Cultural Centre's mandate, programs, services and resources

The Capital Campaign Coordinator's regular hours are from 9-4:30, Monday to Friday. Additionally, as part of the campaign the committee hosts special events which may be held on weekends or evenings.

All internal applicants for this position should submit a cover letter, a current resume, and three references by 4 pm September 16th, 2024. Applications will be reviewed following the closing, posting remains open until filled. If interested, please send cover letter, resume and 3 references by 4 pm August 16th to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2

Attn: Melissa Mt Pleasant
mmtpleasant@woodlandculturalcentre.ca
(519) 759-2650

Note: Only those selected for an interview will be contacted.