NATIONAL accessARTS CENTRE

Coordinator, Stakeholder Relations

Employment Type: Permanent, Full Time – 40 hours per week
Reports To: President & CEO
Vacation Accrual: Accrues 10 paid vacation days per calendar year + winter closure
Benefits: Health/Dental; RRSP + TFSA matching; Flex day x 3; Paid sick day x 12
Pay Type: Salary
Supervisory: No
Management Team: No
Leadership Team: Yes
Direct Reports: None

Reporting to the President & CEO, the Coordinator, Stakeholder Relations (CSR) plays an integral role in supporting the organization in meeting the goals of its strategic plan, *This is Our Moment*. The role is truly multi-faceted with job duties and responsibilities that span CEO/administrative support, fundraising, marketing/communications, and board governance. Simply put, the CSR is a "connector," ensuring that the organization is connected to internal and external stakeholders, and that staff and departments are connected with each other. This is a full-time, salaried position with growth opportunities depending on the success and performance of the individual – the invitation is for the successful candidate to take ownership of the role and make it theirs.

Key Responsibilities:

- **Fundraising Lead (30%):**
  - With direction from the CEO, the CP will be tasked with updating/creating/executing fundraising plans to increase private/foundation gifts to the organization;
    will have the autonomy to create and steward relationships with donors and donor prospects;
  - will execute fundraising events as required.
- **Marketing/Communications Lead (30%):**
  - With direction from CEO and management, the CP will also be responsible for the management/execution of the organization's marketing and communication needs, including newsletter updates, social media, website updates, and more;
  - working with suppliers (designers, printers, videographers), the CP will manage the successful execution of marketing/communication projects as required;
  - will execute general awareness events (Annual General Meeting, summer BBQ, open houses) as required.
- **CEO Support (25%):**
  - Acts as the administrative support for the CEO, with a focus on calendar management, travel arrangements, and expense reports;
  - with direction from the CEO, the role also functions as a staff liaison for and meeting organizer and minute taker for the Board of Directors.
- **Other tasks as required (15%):**
  - Provides administrative support for the rest of the organization as required – often with direction from the Director, Artist and Program Development; and Manager, Operations; while working in tandem with the Coordinator, Artist Services.

Key Competencies:

- Multi-tasker
- Comfortable working autonomously and as part of a team
- Comfortable working with and supporting people with disabilities
- Comfortable making cold calls, meeting new people, stewarding and securing gifts from donors

- Experience working on social media platforms; strong writer
- Open and willing to learn and grow