



INTERNAL/EXTERNAL JOB POSTING

Summer Fundraising Coordinator

Term Position: May 18 – August 7, 2026 (12 weeks)

Posting #04-26

Starting Date: May 18, 2026

Qualifications: see job description attached

Knowledge and Skills: see job description attached

Salary: \$26/hour

Posting Date: April 22, 2026

Posting End Date: Until position is filled

Please email cover letter and resume to Janice Kostiuk at jkostiuk@touchfam.ca

Summer Fundraising Coordinator

Position Summary:

The Fundraising Coordinator supports the fundraising efforts of Touchstone Family Association. Fundraising efforts are aimed at attracting and retaining sponsors, donors, silent auction donations and prizes while promoting fundraising events and activities such as the Tee Cup ladies Charity Golf Tournament.

Key Responsibilities

- Perform duties of the Fundraising Coordinator position in accordance with Touchstone Family Association's Fundraising Policy including following the "Fundraising Code of Ethics".
- Assist in preparing communications and promotional information pertaining to fundraising including websites, social media, posters, advertisements and more
- Identify and research prospective new sponsors and donors
- Visit / contact prospective individuals / organizations to provide opportunities for sponsorship, donation and participation fundraising activities and events
- Support with individual donor/sponsor communications, providing initial contact, follow up, acknowledgments, receipts, and event preparation information
- Documenting procedures for future fund development projects

Supervision

- Day to day supervision will be provided as well as weekly formal supervision

Training

- Orientation to Touchstone Family Association includes site tour, policy and procedure review, charity golf tournament project plan (including opportunity to provide input to planning)
- On the job training will be provided
- A review of goal setting and fund development opportunities will be discussed with plans made to action during weekly supervision.

Qualifications

Eligibility Requirements

- **Must be 30 years of age or younger (Service Canada requirement)**
- Legally entitled to work in Canada (Canadian citizen, permanent resident, or person with refugee protection under the *Immigration and Refugee Protection Act*)



Core Qualifications

- Training in office procedures and use of office equipment.
- Proficient using the Microsoft suite including word, excel and outlook and publishing tools such as Canva. Familiar with website administration such as Joomla/Wordpress.
- Strong interpersonal and communication skills with ability to contact organizations and individuals to promote fundraising activities and events.
- Ability to organize and coordinate fundraising activities and special events.
- Knowledge of marketing strategies, processes, and available resources.
- Ability to create, compose, and edit written materials.
- Must have the ability to work as part of a team, have good interpersonal skills and be a self-starter, be able to communicate with a wide variety of people.
- Ability to successfully complete a Criminal Record Check for working with vulnerable populations

Additional Information:

- Must possess a valid BC driver's license, Class 7 or higher.

Hours and Compensation

- 35 hours per week, Monday to Friday, (daytime hours)
- This is a full-time, 12-week summer position, and availability for the full duration of the term is required.
- \$26.00 per hour

Our Commitment to Inclusion

Touchstone Family Association is committed to equity, diversity, and inclusion. We encourage applications from individuals of all backgrounds, including Indigenous peoples, racialized communities, persons with disabilities and 2SLGBTQIA+ individuals. We are dedicated to creating a workplace that reflects the communities we serve.

