

## JOB POSTING

### Fund Development and Events Coordinator

**Posting Date:** Wednesday, May 20, 2026

**Closing Date:** When filled

**Position title:** Fund Development and Events Coordinator

**Organization:** Alzheimer Society Southwest Partners

Are you a relationship-builder with a passion for making a meaningful impact in your community? Are you a natural project manager who thrives in a fast-paced, people-centered environment? Join the Alzheimer Society Southwest Partners team as a Fund Development and Events Coordinator and help bring inspiring fundraising events, donor engagement initiatives, and community partnerships to life. This is an exciting opportunity for a creative, organized, and compassionate professional who enjoys connecting with people, managing events, and supporting a cause that truly matters. If you are energized by collaboration, driven by purpose, and ready to make a difference in the lives of those impacted by dementia, we would love to hear from you.

#### About This Position:

##### **Job Status:**

Full-time, 1-year contract  
existing role

##### **Location:**

- Alzheimer Society Southwest Partners: Office locations in **Elgin** (St. Thomas), **Middlesex** (London) and **Oxford** (Woodstock), This position will have a home site with some travel to all sites and regions required.

##### **Summary:**

Working under the supervision of the Manager of Fund Development, this position is primarily responsible for supporting a broad range of activities in fundraising. The role will be responsible for the coordination and execution of fundraising events logistics and support a variety of donor and funder cultivation, solicitation and stewardship activities. The role will also assist marketing and communications activities that support AlzSWP fundraising.

##### **Duties and Responsibilities:**

- Always represent the Alzheimer Society in a professional manner, treating all clients, volunteers, partners and staff with respect and dignity and always act in the best interest of the organization,

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- Coordination of AlzSWP fundraising events;
- Maintain event budgets in alignment with annual development budget;
- In collaboration with Volunteer Engagement team, ensure adequate volunteer support, training and supervision for fundraising events;
- Support Manager of Fund Development with donor/funder cultivation, solicitation and stewardship activities as required;
- Act as primary Society liaison for third-party community event fundraising initiatives;
- Ensure appropriate relationship management and financial data is captured in Raisers Edge; provide back-up support for database management and receipting;
- Support the annual marketing and communications plan by developing social media and related content to promote fund development events and awareness.
- Maintain an organized and productive office environment,
- Participates in quarterly performance management meetings and annual performance review with Manager of Fund Development,
- Other related duties as requested by supervisor or Director of Development.

## **Requirements, Experience and Qualifications:**

- Completed post-secondary education in Non-profit Management, Event Planning, Fund Development, or a related field;
- Two (2) years of work experience in fundraising, event planning, communications or related experience, preferably in the not-for-profit sector and / or; a combination of education and work experience,
- Strong written and verbal communication skills;
- Exceptional ability to manage projects, prioritize tasks and meet deadlines;
- Ability to work independently as well as collaboratively with staff, volunteers, donors and external organizations;
- Proficiency with Microsoft Office 365 suite;
- Knowledge of Raiser's Edge, FundraiseUp or similar non-profit CRM database is an asset;
- Flexibility—the person in this position will be required to attend Alzheimer Society and external events throughout the region, some of which occur outside of regular work hours;
- Valid driver's license and access to one's own reliable vehicle.

**Immediate Supervisor:** Manager of Fund Development

**Indirect Supervisor:** Director of Development

## **Working Conditions:**

Hybrid: office setting / some remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Travel required.

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## **About Us**

### **Organization Overview:**

The Alzheimer Society actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

### **Our Vision:**

No one impacted by dementia goes unsupported.

### **Our Mission:**

We provide community and person-centered support and education to those impacted by dementia.

### **Our Values:**

Collaboration, Excellence, Respect, Compassion and Belonging.

**Website:** [www.alzswp.ca](http://www.alzswp.ca)

## **WHY US!**

- Positive work culture and great team with meaningful goals and values
- Mentorship
- Employee assistance program
- Professional development opportunities
- Salary range: Grade 4 - \$41,213 - \$61,820 per year
- Generous paid vacation time, paid sick time, personal days and birthday off paid
- Office hours: Mon - Fri, 8:30 am to 4:30 pm
- 35-hour work week; occasional evening and weekend work required (Hybrid work model - minimum 2 days in office)

## **TO APPLY:**

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to:** [HR@alzswp.ca](mailto:HR@alzswp.ca) (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

## **Commitment to Equitable Recruitment:**

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

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Our values (collaboration, excellence, respect, compassion and belonging) are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society Southwest Partners welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.