

## **Fundraising Coordinator, Planeterra Foundation**

Are you our unicorn?

Planeterra is in search of a Fundraising Coordinator, with a background working in not-for-profit organizations to build community around our cause, generate donations and to play a key role in the development and implementation of our fundraising strategy.

Established in 2003, by global adventure travel company G Adventures' Founder, Bruce Poon Tip, Planeterra Foundation is a non-profit organization whose mission is to connect our partners and local communities to the benefits of tourism by developing and supporting community-owned enterprises while promoting more responsible travel. [www.planeterra.org](http://www.planeterra.org)

### **Position Summary**

You are an integral part of our team, managing key activities that support the growth of Planeterra's fundraising capabilities by building a community of support through effective donor communications activities, fundraising tracking and processing, supporting third-party fundraising initiatives, creating and leading donor stewardship events, and providing excellent donor stewardship. The Fundraising Coordinator reports directly to the Director of Development.

### **Responsibilities**

#### *Donation Processing and Tracking*

- Manage process of tracking donations from multiple sources and collect data to support goal setting, fundraising plans, and provide key metrics for other departments
- Manage monthly bank reconciliations
- Work with Director of Development to provide up to date fundraising progress reports and assist in developing yearly budgets
- Ensure donor/sponsor gifts, pledges/reminders, tax receipts, and thank-you emails are processed and issued in a timely manner

#### *Communications*

- Work with the Director of Development and Planeterra team to create compelling communications activities through our online and digital platforms to engage our stakeholder audiences, share our impact, grow their commitment to the organization and celebrate their success
- Using content such as stories, stats, pictures and videos from our funded projects and Programs Staff, manage all communications activities including writing quarterly newsletters and blog posts, manage and post engaging content on our social media channels, website updates and maintenance
- Lead Planeterra's annual report process in collaboration with G Adventures' design team

#### *Events*

- Develop and lead Planeterra donor stewardship events (1-2 per year)
- Assist G Adventures offices and teams in coordinating their fundraising events and activities as required
- Support Third -party community mobilization and fundraising efforts (online campaigns, small community events, corporate partner internal events)

#### *Stewardship*

- Manage donor stewardship programs which include gift acceptance and acknowledgement, gift recognition and appreciation, and donor accountability and reporting
- Assist with ongoing development and updates of donor recognition and benefits activities

#### *Other*

- Manage Planeterra infobox email, responding to inquiries
- Participate as part of a local and international team to carry out the organization's fundraising strategy, working closely with other Planeterra and G Adventures staff
- Collaborate and assist in creating new initiatives/opportunities to raise awareness and grow revenue
- Interact with other members of the Foundation team to ensure a high level of information sharing and coordination of activity
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect
- Other duties and responsibilities consistent with job classification

#### *Requirements*

- 3-5 years' experience as lead coordinator for fundraising initiatives in a not-for-profit
- University degree or a combination of education and relevant experience
- Demonstrated event planning/coordination
- Database/donation tracking and project management skills
- Experience and confidence in developing relationships and fundraising initiatives
- Experience with various donation platforms (and an understanding of pros and cons of different platforms)
- Highly organized with strong attention to detail and ability to multitask in a fast-paced environment
- Ability to plan effectively, problem solve and exercise sound judgement
- Proven ability to collaborate effectively across all departments to leverage resources
- Excellent written and verbal communication skills, strong social media skills with a donor focus, proactive, self-motivated and resourceful