



Development & Events Coordinator

Full-time position (40hrs/wk)

FIFE HOUSE provides supportive housing and support services to people living with HIV/AIDS. Since 1988, we have worked at the intersection of three issues: homelessness/housing, support services and HIV/AIDS. We recognize the importance of collaboration and partnership to deliver meaningful and impactful service to our clients. We bring together expertise from the housing and health sectors to co-create effective support and housing solutions. Critical to our mission and effectiveness, we view our role through a social justice lens. Fife House provides housing and supports services to approximately 240 residents each year. We also run and manage a number of outreach and support programs which assist over 350 homeless people living with HIV/AIDS, to access housing and shelter options and to link them with community and health supports.

POSITION SUMMARY: The Coordinator reports directly to and works closely with the Manager, Stewardship & Development. The Coordinator works in collaboration with the Manager, Stewardship & Development, and other Fife staff to fulfill development goals and objectives; including Fife House's two annual signature events. The Coordinator works in accordance of the vision, mission values of Fife House and to manage those services within the context of the agency's strategic priorities.

REQUIREMENTS INCLUDE:

- 4 or more years proven experience in a non-profit development environment;
- Significant experience with the lifecycle of events and project management;
- Ability to motivate volunteers and donors;
- Excellent verbal and written communication and presentation skills;
- Proven ability to interact with Directors and Committees;
- Documented success cultivating prospects;
- Strong computer skills (MSWord, Excel, Power Point, Internet, MS Publisher, etc.);
- Strategic thinker and 'go-getter';
- Solid negotiating and strong 'closing skills';
- Demonstrated organizational, planning and analytical skills;
- Knowledge of Raiser's Edge an asset;
- Knowledge of Housing and HIV/AIDS within the current context an asset.

The Coordinator will be based at the Fife House head office however they will be expected to access all Fife House site locations as required. There may be situations where flexibility of work schedule will be required surrounding events.

FIFE HOUSE is committed to employment equity and encourages applications from persons living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds.

Please forward your resume and covering letter that clearly indicates position applied for by **5:00 p.m. on Thursday March 22, 2018** to:

Sam Katz
Manager, Development & Stewardship
Fife House
490 Sherbourne Street, 2nd Flr
Toronto ON M4X 1K9 fax: 416-205-9919 email: skatz@fifehouse.org