



# The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



**JOB TITLE:** Fundraising Coordinator

**SUPERVISORS:** Branch Executive

## **TASK EXPECTATIONS:**

- To execute the Fundraising Plan set for the year
- Identify, solicitate, communicate and renew annual donors
- Research, identify and apply to various grants
- Motivated and committed to Branch's mission statement
- Administrating all the AGLC related activities including ticket sales management and tracking
- Monitoring, tracking sales and events as required by the Branch Executive.

## **SKILL EXPECTATIONS:**

- Effective communication skills
- Organized and timely
- Computer related skills as required

## **TIME EXPECTATIONS:**

- Regular attendance at cadet functions (approx. 4 hrs. per week)
- Ability to process and enter information away from Cadet functions (approx. 4 hrs. per week)
- Available to all members of the board, CO's and parents for information requests and outside meetings (approx. 2 hrs. per week)
- Able to return emails/telephone calls during business hours within reasonable time frame (24-48 hrs.).

## **MINIMAL QUALIFICATIONS:**

- Pass a basic RCMP Screening (CPIC) & Alberta Navy League Screening
- Commit for Kids Certificate
- Experience with Computers & basic software skills (i.e. Email, Word etc.)
- Bonus: Familiarity with grants and application processes

*Supporting*  
**Royal Canadian Sea Cadet Corps #299**  
**Navy League Cadet Corps #203 Erwin J Stolk**