

## **Volunteer Position – Campaign Manager**

### **Carp River Conservation Area/Living Classroom**

#### **Description**

Reporting to the Mississippi Valley Conservation Foundation (MVCF) Board, the Campaign Manager will coordinate a fundraising campaign to meet the needs of the Carp River Living Classroom project. To learn more, contact Mississippi Valley Conservation Authority's (MVCA) Community Relations Coordinator Shannon Gutoskie.

#### **Duties and Responsibilities**

*The Campaign Manager will:*

- Work with the campaign team to develop a campaign plan
- Help identify potential business and individual donors, and develop a customized approach strategy for each
- Help coach each approach team
- Help develop promotional campaign material

#### **Qualifications**

- Excellent interpersonal skills
- Comfortable speaking to others about the campaign and requesting support
- Ability to work independently
- Outgoing, enthusiastic and enjoys meeting new people
- Prior fundraising experience a strong asset
- Design skills an asset

#### **Time Period**

- Multi-phase, with the first phase lasting 6 to 8 months commencing in February 2019
- Flexible schedule that is dependent upon the campaign manager's availability, which can include work during regular business hours, evenings or weekends – approximately 10-15 hours/week

#### **Location**

- Remote working combined with occasional team meetings at MVCA's facility in Carleton Place
- There will be opportunities to visit work on the ground should the volunteer wish to do so

#### **Benefits and Recognition**

- The Campaign Manager position will provide valuable experience for individuals who want to gain experience in the non-profit and environmental sectors. You will build professional development and new contacts working with a diverse team of professionals on the campaign.

References provided on 6 months of successful association.

Please email a resume and cover letter by January 31, 2019 to:  
Shannon Gutoskie – [sgutoskie@mvc.on.ca](mailto:sgutoskie@mvc.on.ca)