



Islamic Circle of North America

Posting Date: October 31st, 2017
Job Title: Marketing and Fundraising Coordinator
Job Type: Permanent Full Time
Compensation: 35K - 45K annually
Working Hours: Standard Hours along with some weekend and off hours work as needed by the position.

Overview: **ICNA Relief Canada** is a department of ICNA Canada, working in the field of community and social development. The Islamic Circle of North America (ICNA) is federally registered in Canada as a charitable organization since 1970. We have built a widely respected reputation through our community welfare work. ICNA Relief Canada is dedicated to reaching out at home and abroad through a wide range of aid and rehabilitation projects; in particular, we endeavor to respond effectively to victims of natural disasters internationally.

Responsibilities: The ICNA Relief Canada is hiring a Marketing and Fundraising Coordinator, reporting directly to the Executive director. This position will be responsible for planning and executing fundraising events using latest technologies and trends. Create awareness for the organization's projects using most effective methodology and techniques. The candidate will serve as a liaison between the organization and community members at events and communications related to ICNA Relief activities across Canada.

The individual will be required, but not limited to, coordinating program/ project annual fundraising and marketing plans, planning fundraising events, organizing social media campaigns, generating sponsorships from community businesses for various events, outlining donor retention and cultivation strategies, community outreach, securing new volunteers while maintaining meaningful connections with existing ones, and developing promotional materials for the organization. Due to the nature of the work in planning and attending events, the successful candidate will be required to maintain flexible hours of availability including some evenings and weekends.

Skills/ Qualifications: Must have a degree in relevant field. 3-5 years of experience with major event planning, fundraising and proven working knowledge of marketing principles. Must have stellar interpersonal skills demonstrating tact and confidence in engaging volunteers, donors and stakeholders; exceptional attention to detail; maintain a positive, flexible and proactive attitude with a professional image; and a passion for working for the greater good of humanity.

Apply: Interested candidates should forward their resume to ICNA Relief Canada at hr@icnareliefcanda.ca by November 30th, 2017. We appreciate all applications with equal opportunity, but only short-listed candidates will be contacted for interview. The interview process will start within four weeks of the job posting.

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