

Job ID: OR-23-09
Job Title: Campaign Coordinator
Department: Office of External Relations
Campus: Orillia, ON
Status: Full Time, permanent
Job Category: Schedule II

Date Posted: August 23, 2023
Closing Date: September 6, 2023

Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. For the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

The Campaign Coordinator is the ideal opportunity for a person seeking campaign experience and who wants to grow their opportunities in the fundraising profession. The role is pivotal to keeping the campaign on schedule and progressing with a high level of visibility and momentum that generates a sense of excitement, optimism, and confidence in achieving the campaign goal.

The successful candidate will have charity sector experience, is energized by people, is a logistical wizard, and appreciates solving problems using creative approaches. You will have a relevant degree or diploma in fundraising, community development, or communications. The equivalent combination of education and experience will be considered. We are willing to train and open to experience in a busy office environment organizing schedules and projects. Experience interacting with boards, committees, volunteers, and the community is an asset. Committed to achieving campaign goals, the incumbent has exemplary communication, organizational, and interpersonal skills and the ability to exercise diplomacy, good judgment, and professionalism. Discretion, tact, and confidentiality are imperative.

Qualifications

- Post-Secondary degree or diploma

Employment Opportunity

- Background in fundraising (or equivalent), with a minimum of 3-years experience
- Understanding of social media tools is an asset (competent in posting and responding on Facebook, Instagram, Twitter, YouTube).
- Excellent written and oral communication skills
- High organizational abilities with the analytical skills to prioritize
- Strong skills in the following computer programs: Excel, PowerPoint, Word
- Database management skills in one of the following Customer Relations Management Database: Colleague Advancement, Raisers' Edge, Salesforce or another comparable program
- Comfort working with executives
- Strong persuasive and proposal writing skills
- Strong logistics ability
- Strong meeting coordination and minute-taking abilities
- Experience in a fundraising environment is an asset
- Experience working on a capital campaign and asset

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements