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Job posting: Fundraising Coordinator (35 hours / week)

ACCM is hiring a coordinator for our individual giving and grant writing initiatives! As a key member of the development team, the Fundraising Coordinator will support the Executive Director in achieving the organization's development goals. Your duties will include:

- Assisting the planning of large events, including fundraisers, parties, community engagement events, and student initiatives.
- The stewardship of our monthly and one-time donors list. Your primary task is to expand the number of donors.
- The solicitation of event sponsors and partners, including in-kind donations which directly benefit the livelihood of our members.
- The planning and execution of our annual grant writing plan. This includes working with ACCM staff to understand our programs and communicating our programming needs to our granting, government, and corporate partners.

Our ideal teammate:

- Takes initiative. You have a proven history of seeking opportunities. You set high goals for yourself, and don't mind a challenge.
- Is highly organized. You can keep track of a lot of details at the same time. You love a spreadsheet. You excel at records management.
- Has experience fundraising in a variety of contexts. You fundraise with the importance of community and the well-being of our members in mind. You have experience in donor lists, mail outs, and major gift stewardship.
- Has grant writing and project management experience. You understand how to link our organization's needs with granting criteria. You have experience in reporting and program evaluation.
- Understands the communities we serve and supports ACCM's mission and vision. You have knowledge of Montreal's non-profit and LGBT scene. You believe in our harm-reductive and anti-oppressive work.
- Is comfortable working and writing in both French and English.
- Does what needs to get done. You don't mind rolling up your sleeves and pitching in, no matter the task.

Interested candidates should send a full CV and letter of presentation to Matthew Halse, Executive Director, care of Cassandre Poblah (admin@accmontreal.org). All applications without salary requirements will not be considered. The deadline to apply for this role is October 3rd, 2016.

People living with HIV or hepatitis C are encouraged to apply for this role.