



## POSITION VACANCY

Position: Community Engagement Coordinator  
Reports to: Regional Manager, Ontario West Region  
Hours: Part-time; 3 days per week  
Location: Work from Home, Western Ontario Region  
Effective Date: Immediately

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### About The Lung Association:

The Lung Association is dedicated to helping all Canadians breathe. Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all.

This is an opportunity to join a team at an exciting point in time – an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://breathe-annual-report.floating-point.com>

### Position Overview:

Reporting to the Regional Manager, the Community Engagement Coordinator is responsible for building and strengthening partnerships with individuals, businesses, foundations and service clubs at the local and regional level, and securing financial and volunteer support to help The Lung Association – Ontario (TLA) achieve its mission.

### Responsibilities:

- In consultation with Regional Manager, develop the annual outreach and fund development work plan and budget for the assigned region
- Implement the approved work plan, monitor progress and recommend amendments to the business and work plans to ensure that the annual revenue objectives and budget are met
- Work in partnership with other community-based staff to support community goals, and to strengthen the TLA's reputation with local corporate and donor constituencies
- In consultation with Regional Manager, develop and implement a local sponsorship and partnership strategy to support both short and long term financial goals
- Monitor results and prepare monthly reports
- Develop relationships with and cultivate support through local Boards of Trade, Chambers of Commerce, and service clubs

- Working in accordance with TLA's policies, procedures and best practices, implement the strategy to build and engage the volunteer network across the region in accordance with the goals, objectives and mission of the TLA.
- Recruit, train, assign, supervise and motivate volunteers to carry out approved health promotion and education programs and services, and marketing and fund development activities.
- Coordinate approved community health education activities across the region, assigning volunteers appropriately, making any necessary arrangements, and providing any necessary materials.
- Build relationships with media, community groups and service clubs throughout the region and seek opportunities to promote awareness of the TLA and lung health issues, programs and services, and other activities.
- Encourage and support third-party event fundraising.
- Working with the TLA IT team as necessary, maintain volunteer and third party event information in the Raiser's Edge database; produce reports and analysis of volunteer involvement and activity as requested.
- Other duties as assigned by the Regional Manager.

#### Qualifications:

- Post-secondary education or equivalent of education and experience
- 3 or more years of successful volunteer engagement experience with special event and/or program planning and evaluation experience
- some marketing or public relations training and/or sales experience would be an asset
- a minimum of 2 to 5 years' experience in related roles, with a proven track record in and managing relationships at all giving levels
- excellent relationship building skills with experience communicating with, influencing and engaging donors and developing partnerships
- demonstrated ability to drive and achieve financial targets
- excellent oral, written and interpersonal skills, including demonstrated ability to develop and present strong cases for support
- good negotiation skills with the demonstrated ability to develop win-win proposals and close the deal
- experience inspiring, developing and working with senior level volunteers
- superior organizational skills, and an ability to meet deadlines
- strong team player with the ability to work independently and with minimal supervision
- possess strong technical skills including experience with fundraising database applications (knowledge of Raisers Edge is an asset), and ability to use and analyze data
- good knowledge of communities in the assigned geographic area
- a valid driver's licence, access to a personal vehicle and the willingness to travel as necessary within the assigned area

To apply, please email your resume and cover letter, along with salary expectations, to Geeta Thomas, Director - Human Resources, at [gthomas@lungontario.ca](mailto:gthomas@lungontario.ca).