Hamilton Naturalists' Club

Donor and Sponsorship Coordinator – Role Description

Position Overview:
The Donor and Sponsorship Coordinator will spearhead efforts to secure financial support for the Hamilton Naturalists' Club primarily through donations and sponsorships. This role is critical to ensuring the long-term sustainability of the HNC's conservation programs and community initiatives. The Coordinator will be accountable to the Vice President and will work closely with the Treasurer to ensure the Club's financial goals are met and managed efficiently.

Responsibilities:

- **Fundraising Strategy:** Assist the Club Treasurer and General Manager in implementing an annual fundraising plan to meet financial targets.
- **Donor Engagement:** Cultivate relationships with current and potential donors through personalized outreach, recognition, and ongoing communication.
- **Event Fundraising:** Work with the General Manager and broader Board to plan and execute fundraising events, including the annual concert and other initiatives, ensuring that these events meet financial and engagement goals.
- **Sponsorships:** Seek and secure corporate sponsorships for key HNC programs, events, and initiatives.
- **Collaboration:** Work with the HNC Board of Directors, staff and volunteers to identify priority projects and programs that require funding.

Desired Skills:

- Previous fundraising experience.
- Ability to develop relationships with donors and sponsors.
- Excellent organizational and project management skills.
- Passion for conservation and community engagement.

Time Commitment:
Approximately 8-12 hours per month.