



Pawsitive Match Rescue Foundation

FUNDRAISING/EVENTS

COORDINATOR

The Role

Location	Remote	Reports To	Fundraising/Events Director
Weekly Time Commitment	2-5 hrs, variable	Direct Report(s)	Fundraising/Adoption Event Volunteers

The Fundraising/Events Coordinator plans and executes fundraising events for Pawsitive Match Rescue Foundation. This role ensures the smooth organization of fundraising initiatives, fosters collaboration with the Events and Fundraising Teams, and plays a key role in event logistics and donor engagement. The Fundraising/Events Coordinator is instrumental in generating financial support for the organization, ensuring the sustainability of rescue operations and animal care.

The Responsibilities

- Execute and oversee regular fundraising events and brainstorm new and engaging fundraising opportunities.
- Build and maintain relationships with community partners and donors.
- Plan logistics for in-person or virtual events, including organizing volunteers, booking venues, and promoting events.
- Oversee and manage in-person events to ensure smooth operations for participants and stakeholders.
- Regularly check emails, especially leading up to events, to coordinate tasks and communication.

The Person

- A community member in good standing.
- Organized, proactive, and enthusiastic.



Pawsitive Match Rescue Foundation

FUNDRAISING/EVENTS

COORDINATOR

- Strong coordination and management skills.
- Excellent communication skills with a friendly, professional approach.
- Ability to work independently and collaboratively as part of a team.
- Able to take direction and delegate tasks as needed.

Experience & Qualifications

- Familiarity with Microsoft Word and Google Workspace is an asset.
- Connections with potential community partners or donors are beneficial but not required.
- Familiarity with animal rescue is an asset.
- Event Planning & Coordination skills is an asset.
- Marketing Skills/Experience.
- Professional Writing Skills/Experience is an asset (for promotional materials and donor communications)