



Meal Exchange is looking for a compelling fundraiser and skilled event planner to help us build the student food movement in Canada!

Job Posting:	<u>National Fundraising and Events Lead</u>
Job Classification:	12 month contract, with opportunity to extend. Full time (37.5 hours/week)
Deadline for application:	Applications accepted on a rolling basis until April 15
Start Date:	June 1, 2018, with opportunity to start earlier
Location:	Meal Exchange National Office, 401 Richmond St W., Toronto, Ontario

About Meal Exchange:

Meal Exchange engages young people to take an active role in creating a just and sustainable food system. A national registered charity founded in 1993, we work with over 40 universities and colleges in Canada and our programs have been run in over 100 communities across the country.

At Meal Exchange, we believe that post-secondary campuses are an important leverage point for working towards food security and sustainability in Canada, and that student leaders have the power to drive this change. Serving the largest network of student food leaders in Canada, Meal Exchange provides these young people with mentorship, resources, leadership opportunities and connects them with their peers and stakeholders across the country.

The Opportunity:

Meal Exchange has a rich history of student engagement, and an inspiring future, working towards a just and sustainable food system. Our organization is growing fast and needs an inspiring storyteller, compelling fundraiser and skilled event planner to create the conditions for success. This is an opportunity to elevate your skills in coordinating national events and fundraising campaigns that involve multiple stakeholders and donors. As an organization that is focused on the big, complex, messy problems of the world, we value bold thinking and innovative approaches. We're looking for the right person to come in and help us fuel the growth and impact of this inspiring work!

The Position:

The Fundraising and Events Lead will:

- Dream big, and dream strategically. Create an annual fundraising plan and timeline with support from the Executive Director
- Be an event superhero. Coordinate Meal Exchange's annual Halloween fundraiser, Trick or Eat, including liaising with community partners, supporting student volunteers, working on communications and marketing, coordinating online peer-to-peer fundraising platform and managing logistical details.

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- See the whole picture. Coordinate staff activities related to fundraising for Meal Exchange's national office including grant proposals and partnership opportunities, individual giving etc.
- Channel your inner storyteller. Build sponsorship partnerships for Meal Exchange's fundraising events, including Trick or Eat and National Student Food Summit.
- Mobilize our student network. Stay connected with our student network from across Canada and work on ways to amplify their work
- Be a team player. Support Meal Exchange other national staff portfolios over the course of the year

The Candidate:

You believe in the potential of young people, and are capable of building a vision that will serve as a strong foundation for this movement. You love connecting with people and connecting them to a bigger purpose. You're not afraid to ask people to support the work you do. You have had demonstrated success in your fundraising career and are ready for a new challenge with a vibrant team. You have as much ambition as pragmatism, and are as creative as you are strategic.

You're a strong communicator who is excited to help Meal Exchange tell its story – and tell it again and again and again – to develop relationships with the stakeholders, partners and funders that we need to scale our impact.

You're genuine, and you look for the culture of the teams you work with to be too. You want to contribute to a team that will invest in you, challenge you and support your development. You love pushing the boundaries, being innovative and embracing the complexity. At the end of the day, you want to make a positive impact with the skills you have, be able to shape an important piece of work and do it as a part of a bold movement that is bigger than you.

Knowledge, skills and abilities:

Required Skills:

- Post-secondary education, or combination of relevant education and experience. CFRE designation/credits an asset
- Minimum 2-3 years experience with fundraising, including events, and stakeholder relations
- Demonstrated project management and organizational skills
- Experience managing the development, execution, and follow-up of large events
- A proven track record building corporate partnerships
- Experience in managing budgets
- Excellent communication skills, including marketing, oral and written skills
- Applied skill and proficiency with MS Office, Salesforce, and other web based applications
- Excellent attention to detail, ability to multitask, able to work both independently and as part of a team

We'd love it if you also have: Knowledge of food insecurity and sustainable food systems

- Experience working on campus or with young people
- Experience with copywriting and graphic design / production
- Experience with donor databases, Mailchimp and other online engagement platforms
- Fluency in French
- A desire to laugh, play, and reflect with colleagues
- Able and willing to work nights and weekends in special circumstances, and to travel occasionally



Application process:

We are considering applications on a rolling basis. If we find the right candidate early on, we will hire them! Only candidates chosen for an interview will be contacted. Please indicate your preferred location and expected salary range in your cover letter.

Meal Exchange is committed to employment equity, and to having a team that reflects the diversity of the issues and communities we work with. We welcome the wide range of experiences and viewpoints that applicants may bring, including those based on race, ethnicity, sexual orientation, gender identity and expression, ability, age and religion. We welcome both lived and academic experience.. In our inclusive workplace everyone is assured the right of equitable, fair, and respectful treatment.

Applications should be sent as a single attachment (combining resume and cover letter) to opportunities@mealexchange.com. If you have any questions about the application process, please direct them to the same address.

For more information about Meal Exchange visit www.mealexchange.com.