

# **Job Title: Community Outreach Coordinator & Fundraising Manager (Contract)**



**Location:** Fort la Reine Museum: 2652 Saskatchewan Ave. E Portage la Prairie MB. R1N 3Z9

**Job Type:** Contract (with potential for extension)

**Contract length:** 12 months (Hybrid- Flexible at home & office hours)

**Compensation:** \$28/hrs. (The expected schedule is approx. 25 hrs./week based on a 0.75 FTE schedule).

**Application Deadline:** April 18, 2025

## **About Us**

The Fort la Reine Museum, Pioneer Village and Tourist Bureau Inc. was established in 1967 to celebrate and preserve the history and heritage of Portage La Prairie and District from 1738 to the Present. It is our responsibility to exhibit and provide educational opportunities relating to our prairie heritage for local inhabitants and visitors of Portage La Prairie and District.

We are seeking a **Community Outreach Coordinator & Fundraising Manager** on a **contract basis**, with the potential for extension based on performance and funding availability. This role will help expand our outreach efforts and fundraising capacity, ensuring the museum remains a vital community resource.

### **Position Summary:**

The Fundraising & Community Engagement Manager will be vital in advancing the Fort la Reine Museum's mission by developing and executing fundraising strategies, cultivating relationships with donors and community partners, and expanding the museum's outreach and engagement efforts. This position will be responsible for individual giving, corporate sponsorships, special fundraising events, as well as social media and marketing that increase public awareness and participation. Additionally, this role will oversee volunteer engagement and management, ensuring meaningful opportunities for community members to support the museum's initiatives. The fundraising and community engagement manager will work closely with the executive director to manage seasonal summer staff and meet annual strategic operational and programming goals.

## **Key Responsibilities**

### **Community Outreach & Engagement:**

- Develop and implement community engagement strategies to increase awareness and participation.
- Represent the museum at local events, networking functions, and community meetings.
- Build partnerships with local businesses, schools, cultural organizations, and nonprofits.
- Coordinate and recruit volunteers for museum programs and events.
- Assist in developing and implementing social media strategies to enhance the museum's online presence and engagement.
- Help create and manage marketing materials, newsletters, and digital content to support fundraising and outreach initiatives.
- Assist the director with the management of the seasonal museum staff.

### **Fundraising & Development:**

- Plan and execute fundraising campaigns, including donor appeals, sponsorship outreach, and special events.
- Identify, cultivate, and maintain relationships with individual donors, corporate sponsors, and philanthropic organizations.
- Assist the director with writing and submitting grant proposals to secure funding for museum programs.
- Manage donor records and ensure timely acknowledgment of contributions.
- Manage museum fundraising campaigns on our Stratly platform.

### **Qualifications & Skills:**

- **Bachelor's degree** in Nonprofit Management, Communications, Public Relations, or a related field (or equivalent experience).
- **Minimum 2 years of experience** in fundraising, nonprofit development, or community outreach.
- Strong networking and relationship-building skills.
- Experience with grant writing, donor management, and sponsorship development.
- Excellent verbal and written communication skills.
- Event planning and project management experience is a plus.
- Familiarity with donor management software and social media fundraising.
- Passion for arts, history, culture, or museum work.

### **Contract Terms:**

- **Initial contract duration:** [12 months].
- **Potential for extension** based on performance and funding availability.

- Flexible work arrangements available.
- This position offers a flexible schedule, with the ability to adjust workdays and hours in coordination with museum needs. Office hours are heavier during the operating season, and more remote and flexible in the winter months.

## Why Join Us?

- Play a key role in growing a beloved Portage tourism destination.
- Opportunity to expand your network in the nonprofit and museum sectors.
- Gain valuable experience in community engagement and fundraising.

### To Apply:

Please submit your resume, a cover letter, and references to [info@fortlareinemuseum.com](mailto:info@fortlareinemuseum.com) by April 18, 2025.

We encourage applicants from diverse backgrounds and are committed to fostering an inclusive workplace.