



**Yee Hong Community  
Wellness Foundation**

頤康基金會

60 Scottfield Drive  
Scarborough, Ontario M1S 5T7  
Tel: 416.321.0777  
Fax: 416.321.0778  
E-mail: [foundation@yeehong.com](mailto:foundation@yeehong.com)  
Website: [www.yeehong.com](http://www.yeehong.com)

**Yee Hong Community Wellness Foundation  
Fundraising Coordinator (Full Time position)**

Reporting to the Administrator of the Foundation, the Fundraising Coordinator will be responsible for creating and overseeing the implementations of strategic approaches to fundraising which may include major gifts, corporate donations, grant solicitations, events and other opportunities

**Responsibilities:**

- Collaborate with the Administrator and President to create plans and projects which will increase revenue to support the strategic direction of the Yee Hong Centre
- Create and oversee the implementation of a strategic approach to fundraising including annual gifts, major gifts, corporate donations, private foundation support, in-kind donations and others
- Identify and develop corporate, community and individual prospective donors
- Cultivate and maintain relationships with new and existing donors and supporters
- Research and write proposals, sponsorship packages and provide evaluation reports as required
- Develop, plan and execute fundraising events including Dragon Ball, Golf Classic and others
- Coordinate with the Foundation team on the design, printing and distribution of marketing and communications materials for fundraising efforts
- Build relationships with community stakeholders to advance the mission and fundraising goal of the organization
- Engage volunteers for special fund development projects and events

**Qualifications:**

- University degree or equivalent combination of education, training and expertise
- Experience of minimum two years in fundraising and/or event planning/management
- Excellent written and oral communication skills in English
- Written and oral communications skills in Cantonese and/or Mandarin an asset
- Excellent computer skills in working with MS Office and Adobe Applications including Word, Excel, Outlook, Photoshop, etc.
- Ability to work independently and manage multiple priorities
- Ability to work flexible hours occasionally

**Yee Hong Community Wellness Foundation**

The Yee Hong Community Wellness Foundation is the fundraising, communications and public relations arm of the Yee Hong community.

Our office is located at 60 Scottfield Drive, Scarborough. We thank all interested applicants however only those selected for interview will be contacted. Please submit your resume and cover letter to the Foundation at [foundation@yeehong.com](mailto:foundation@yeehong.com), by July 15, 2020.

