

HEAD OFFICE

50 Generations Drive, Unit 227 & 228
P. O. Box 20
Ohsweken, ON NOA 1M0



PROGRAM CENTRE

274 Colborne Street,
Brantford, ON N3T 2H5

Gihekdagye Friendship Centre

Job Description: Aenimkewin Coordinator (Events & Fundraising)

Pronunciation: *ah-NEEM-kay-win*

Meaning: *The act of bringing people together*

Reports To: Executive Director

Employment Type: Full-Time (40 hours/week)

Location: Gihekdagye Friendship Centre, Brantford, ON

Salary Range: Commensurate with experience and funding availability

Position Summary

The **Aenimkewin Coordinator** plays a key role in strengthening community connection and financial sustainability for Gihekdagye Friendship Centre. This position leads the planning and delivery of culturally grounded events while building fundraising opportunities through sponsorships, partnerships, and community giving. Guided by the spirit of *Aenimkewin* — the act of bringing people together — this role blends culture, celebration, and resource development to sustain and grow the Centre's programs and community impact.

Key Responsibilities

Event & Cultural Coordination

- Plan, organize, and oversee community events including cultural gatherings, ceremonies, feasts, awareness campaigns, and fundraisers.
- Ensure that events respect and incorporate Indigenous protocols, ceremonies, and teachings.
- Collaborate with Elders, Knowledge Keepers, and program staff to ensure cultural safety and authenticity.
- Manage logistics such as scheduling, permits, vendors, décor, volunteers, and hospitality.
- Create a master annual event calendar and ensure alignment across programs.

Fundraising & Sponsorship Development

- Lead the design and execution of fundraising events and campaigns (galas, raffles, donor drives, online campaigns, etc.).



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- Develop sponsorship packages and maintain strong relationships with local businesses, organizations, and donors.
- Identify new funding streams, community partnerships, and in-kind support opportunities.
- Collaborate with the Operations Manager and Executive Director to write and support small grant proposals linked to events or special projects.
- Track donations, prepare thank-you packages, and maintain donor recognition protocols.

Marketing & Community Engagement

- Promote events and fundraising initiatives through posters, newsletters, media releases, and social media.
- Capture event photos, participant feedback, and testimonials for reports and promotional use.
- Represent Gihekdagye at community meetings, conferences, and outreach activities to enhance visibility and partnerships.

Financial & Administrative Duties

- Develop event and fundraising budgets; monitor expenditures and revenues.
- Maintain accurate financial and attendance records for each event.
- Prepare post-event and quarterly reports outlining outcomes, successes, and recommendations.
- Support data collection for funding reports and grant deliverables.

Qualifications

- Diploma or degree in Event Management, Fundraising, Communications, or related field, or equivalent combination of education and experience.
- Minimum two (2) years' experience in event coordination, community engagement, or fundraising.
- Knowledge of Indigenous cultural protocols, traditions, and ceremonies.
- Strong written and verbal communication skills; experience preparing proposals or sponsorship requests.
- Proficiency with Microsoft Office, Canva, and social media platforms.
- Ability to work flexible hours, including evenings and weekends.
- Valid Ontario Driver's License and access to reliable transportation.



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Core Competencies

- Deep respect for Indigenous teachings and community values.
- Relationship-building and partnership development.
- Creativity and initiative in fundraising and promotion.
- Excellent time management, organization, and budgeting skills.
- Dependable, professional, and community-oriented demeanor.

Working Conditions

- Combination of office and event environments.
- May involve light lifting and extended periods of standing during events.
- Some evening and weekend work is required.



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