



Employment Opportunity

Job Title: Cultural Resource Coordinator

Location: Corner Brook, NL

Hours of Work: 35 hrs/week

Salary: \$42,000

Job Description and Requirements:

The Cultural Resource Coordinator will work collaboratively with the Qalipu Cultural Foundation to implement cultural programming and oversee efforts to attain financial sustainability. The Cultural Foundation is responsible for preserving and promoting the culture, language, and traditions of the Qalipu Mi'kmaq people of Newfoundland and Labrador. It identifies Band members who have a commitment to preserving and promoting culture and heritage and to designate cultural ambassadors. It is responsible for ensuring cultural documentation and promoting the involvement of youth and Elders in cultural activities within the Band.

The Cultural Resource Coordinator will oversee the establishment and implementation of the Revenue Development Strategy and the Volunteer Development Strategy for the Qalipu Cultural Foundation. They will facilitate cultural activities, programs and projects for youth and Elders engagement. The Resource Coordinator is an employee of the Qalipu Mi'kmaq First Nation Band and reports directly to the Director of Community Development.

Responsibilities:

Qalipu Cultural Foundation Management

The Cultural Resource Coordinator will work collaboratively with the Cultural Foundation to implement cultural programming and oversee efforts to attain financial sustainability. They will work with individuals, groups and like-minded stakeholders to preserve and promote Mi'kmaq culture and heritage.

The Cultural Resource Coordinator is responsible for the day to day management of the Cultural Foundation including the establishment and implementation of the revenue and the volunteer strategies. They will facilitate cultural activities, programs and projects for youth and Elders engagement that will meet the vision and mission of Cultural Foundation.

Work with the Foundation to determine funding goals:

- Determine a sustainable operating budget to come from fund development
- Determine program and capital needs that must be met from, or subsidized by, fundraising campaigns or related activities
- Explore opportunities to set financial goals beyond annual needs
- Determine long range vision and future fundraising goals
- Establish strategies for continued awareness and promotion

Determine Fundraising Methodologies

Research fundraising techniques and methodologies available to achieve the Cultural Foundation's financial goals. These may include: major gifts, annual giving, planned giving, etc. Create a Revenue Development Strategy.

Policy Development

Develop a fundamental policy to define and outline the responsibilities for resource development for the Foundation. Develop a Philanthropy Policy that determines and clarifies the lines of responsibility for all aspects of fundraising within the organization in accord with the details set out in the Revenue Development Strategy. Clearly define the roles and responsibilities between the Board, fundraising staff, regular staff and volunteers to avoid duplication of effort and donor confusion.

Central Database

Create and maintain a centralized database for the operation, monitoring and tracking of the fundraising programs. The database will be vital in the organization of volunteer recruitment, training and co-ordination, prospect research, proposal preparation, donor tracking and gift stewardship.

Donor Recognition

Develop a comprehensive donor recognition program to provide varying levels of recognition for both donors and volunteers.

Volunteer Recruitment

Create a Volunteer Development Strategy to cultivate and recruit volunteers for major gift assignments and other revenue development activities. Work with the Foundation to oversee:

- **Planning:** To build a solid foundation for the volunteer program
- **Recruitment:** Methodology to find and select the right volunteers for your activities
- **Training and Certification:** Equip volunteers with the knowledge and skills they need to succeed
- **Management:** Keep volunteers motivated, manage risk, and evaluate your volunteer program

Qalipu First Nation Cultural Programming

The Cultural Resource Coordinator will work collaboratively with departmental staff to deliver cultural programming and workshops aimed at promoting and preserving the Mi'kmaq culture and heritage. Key responsibilities include:

- Create and maintain a database of internal and external funding sources
- Coordinate with departmental staff to compose proposals for external funding
- Develop community partnerships with like-minded groups and organizations to deliver cultural programming

- Oversee event planning for annual cultural programs, activities, celebrations and workshops
- Oversee management of cultural project budgets
- Ensure all funding requirements are met
- Ensure all reporting and internal quality standards are adhered to

Qualifications:

The Resource Coordinator would normally attain the required knowledge, skills and attitudes through completion of a Diploma or Degree in Social Science and/or Business Administration combined with a minimum of 3 years of community development experience. An equivalent combination of education and experience may be considered.

Working Conditions:

This is an office-based position with duties predominantly met during regular working hours. As this position is responsible for closely collaborating with a volunteer Board and community partners, some travel and flexibility of work schedule will be required.

Apply: Please apply electronically using MS Word with a cover letter, resume and three business references to: jobopportunities@qalipu.ca with subject line: **“Cultural Resource Coordinator”**.

Qalipu First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Website: www.qalipu.ca

Deadline for receipt of Cover Letter and Resume: Wednesday, July 25th, 2018 at 4:00 P.M.

Please note: Diplomas/certificates for Post-Secondary Education and Training are required. The successful applicant will be required to provide a Code of Conduct with a Vulnerable Sector Query prior to commencing employment. If you are a member of Qalipu First Nation please indicate it in your cover letter.