

*Please note eligibility requirements:

This position runs under the Job Creation Program (JCP).

- Candidates must be currently in receipt of Employment Insurance (EI) or have had an active claim the last 3 years (Reach Back Status (RB)).

-Candidates on Parental/Maternity leave seeking to rejoin the work force are eligible.

-Candidates must be living in the Ottawa area

-Candidates must not be currently working or studying fulltime

-Candidates may not leave employment to participate in the JCP

-Candidates must have their EI status verified (to be confirmed during application process)

-Candidates may only participate in the JCP once in a 2 year period.

FESTIVAL NAME: Ottawa Folk Festival

POSITION: Resource Development Associate

JOB SUMMARY: To support funding and sponsor development strategies by researching, tracking and liaising with potential and existing Ottawa Folk Festival partners.

REPORTING RELATIONSHIP: Reports directly to the Ottawa Folk Festival Director of Planning and Operations (DPO)

START DATE: June 1st , 2009

END DATE: Nov. 30th , 2009

DURATION IN WEEKS: 26 weeks

FESTIVAL DESCRIPTION:

The Ottawa Folk Festival is a charitable organization founded in 1993 to enrich the community by connecting people to the arts and to one another. The organization celebrates the creativity of musicians and other artists with an annual summer festival and year-round concerts and events.

RESPONSIBILITIES

- Support initiatives for funding strategies and target potential partners, both in-kind and cash.
- Collaborate to develop lists of target sources appropriate to Ottawa Folk Festival projects and programs,
- Collaborate in developing materials for solicitation of new sponsors and donors
- Maintain grant and sponsorship records and database, prepare donor correspondence and issue tax receipts, track sponsorship and foundation activity, event coordination and preparation of solicitation materials and proposals
- Ensure that all sponsorship, grant and donor visibility, recognition and appreciation requirements are met.
- Co-ordinate project meetings for DPO, Committees and Board as required
- Assists with customer service and ticketing initiatives as needed.
- As part of a team-based work environment, other duties may be required,

SKILLS REQUIRED:

- Good working knowledge of database management
- High school diploma.
- Strong public relations skills
- Enjoys developing and working with community partners
- Computer skills, especially with Microsoft Office products (Word, Excel, PowerPoint, etc.).
- Ability to work independently and in a team environment.
- Detail oriented and able to successfully meet deadlines.
- Excellent communication skills, both oral and written.
- The ability to work in a fast paced environment and assess situations in order to provide solutions/recommendations to issues as they arise.
- The ability to maintain a positive outlook and have fun while contributing to the goals of the organization.

INDUSTRY CONTACTS:

- Representatives from the music industry, community partners and other event organizations.
- Members of the media
- Print and advertising industry professionals
- local, regional and national businesses
- Volunteers from all walks of life

TO APPLY, CONTACT:

Ottawa Folk Festival

festival@ottawafolk.org

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