

FAMILY SERVICES of the NORTH SHORE Job Posting

Position: Coordinator, Development Services
Position #: 17-1156
Reports to: Director of Development
Location: North Vancouver office
Closing: March 12, 2017

The Agency:

Family Services of the North Shore is an accredited, not-for-profit, community based organization which serves the City and District of North Vancouver, the District of West Vancouver, Lions Bay and Bowen Island. Family Services of the North Shore also provides province-wide programming in the prevention of eating disorders.

We offer a flexible work environment where contributions from all staff members are welcomed and valued.

The Job:

As a member of the Fund Development team, you will assist in the planning and execution of the annual development plan, with a particular focus on prospect and pipeline management, donor engagement and stewardship. You will research, identify and maintain records on current and prospective donors and sponsors and foster relationships with current donors. You will support all Agency fundraising events and direct mail campaigns.

You are the key to managing the Agency's donor database. You will manage all back-end functions, optimizing reporting processes, researching and using best practices, providing recommendations to enhance effectiveness and efficiencies. You will enter data, process donations and perform periodic review of the database to ensure that donors are correctly categorized. You will liaise with the Finance department to balance database records with financial records and prepare on-going analysis of all fund development projects. You will manage the Agency's gift processing and tax receipting functions including preparing thank you letters and donation receipts and ensuring donor information and gifts are entered into the contact management system.

This is a full-time (35 hours per week) position. Evening and weekend work is required on occasion.

The Candidate:

You have an undergraduate degree, relevant diploma or equivalent work experience. You have a minimum of 2 years of experience supporting a fundraising team through the full donor cycle in a medium-to-large not-for-profit, including managing a fundraising database (DonorPerfect, Raisers Edge, etc.). You have demonstrated experience coordinating events and providing excellent customer service to donors and guests.

You have highly proficient computer skills with a focus on database administration. You are very detail-oriented and understand the importance of accuracy in your work. You have demonstrated project management skills. You pride yourself on your organizational skills and you work well under pressure. You are able to work with board members, donors, volunteers and guests with diplomacy and tact.

Fluency in a language in addition to English would be considered an asset.

Please respond, in confidence, with resume and cover letter to:

Kathleen Whyte

Manager of Human Resources

Family Services of the North Shore

careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.