

FAMILY SERVICES of the NORTH SHORE

Job Posting

Position: Coordinator, Development Services
Position #: 18-1178
Reports to: Director of Development
Closing: May 6, 2018

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community based agency committed to making a lasting and deep impact on our community through counselling, support, education and volunteer programs.

As a valued member of the staff, you will have the opportunity to work for an organization that respects its employees, values work/life balance and provides a workplace where interactions are carried out in a spirit of collaboration, cooperation and communication.

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 coordinate the requirements for the direct mail campaign.

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 permanent position that could be 4 or 5 days per week (.8 FTE or 1.0 FTE) depending on your own personal schedule. Some evening and weekend work is required to support Agency events.

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 (Raisers Edge or similar). You have previous fundraising experience and/or applicable work experience in the not-for-profit sector.

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 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.

Family Services of the North Shore is committed to creating a diverse work force. Persons of diverse cultures and backgrounds are encouraged to apply and, if you so choose, to identify yourself as such.

Please respond, in confidence, with resume and cover letter to:
Kathleen Whyte
Senior Manager of Human Resources
careers@familyservices.bc.ca

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