



## FAMILY SERVICES of the NORTH SHORE Job Posting

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Position: Manager of Special Events & Community Campaigns (.8 FTE)  
Position #: 19-1208  
Reports to: Director of Development  
Location: North Vancouver office  
Closing: May 26, 2019

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### **The Agency:**

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

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

### **The Role:**

As the Manager of Special Events & Community Campaigns and as a member of the Development team, you will be responsible for the successful execution of the Agency's fundraising events including the Winter Family Ball, Christmas on the Shore and Beer by the Pier. You will work with senior volunteers and team members to ensure that all aspects of the events including logistics, branding, liaising with venues and vendors etc.

You will also be responsible for executing community campaigns and identifying and managing 3<sup>rd</sup> party events and coordinating community based fundraising campaigns.

As a key member of the team, you will work with the Director of Development on the short-term and long-term development plan. You will work collaboratively on emerging projects and initiatives and provide leadership on the team and within the Agency.

This is a permanent 28 hour, 4 days per week position which requires flexible hours throughout the year and additional hours, including evenings and weekends at key times.

### **The Candidate:**

You have an undergraduate degree or equivalent educational background in non-profit management, fundraising, marketing and/or communications plus 3+ years of demonstrated success in managing high profile fundraising events and community fundraising campaigns. You have sales or customer service experience as well as experience working with senior-level volunteers.



You have strong technical, organizational and project management skills. You are able to multi-task effectively and work under pressure with diplomacy and tact. Experience with Raiser's Edge NXT or other fundraising databases would be considered a significant asset.

Family Services of the North Shore is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, sexual orientation, nationality, religious or ethnic backgrounds, and includes persons with disabilities to apply to become part of our organization.

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

*Kathleen Whyte*

*Senior Manager of Human Resources*

*Family Services of the North Shore*

*[careers@familyservices.bc.ca](mailto:careers@familyservices.bc.ca)*

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