

## Fund Development Coordinator needed

**Reports to:** Capital Campaign Manager, Fund Development  
**Location:** Ideal candidate will be centrally located on Vancouver Island  
**Term:** Full time, permanent position, beginning March 2022  
**Hours of work:** Monday-Friday, 37.5 hours/week with occasional evening and weekend work

### About us:

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of physical ability or health challenges. For 96 years the Foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges.

### Who we're looking for:

The Fund Development Coordinator is responsible for capital campaign support and initiatives, event coordination and third-party fundraising, grant writing, donor recognition and stewardship, donor inquiries, meeting and minute coordination, database support, and overall fund development activity. We're looking for someone with a high level of organizational ability, exceptional communication skills, and a proven track record in supporting and raising funds for a non-profit. You'll thrive in this role if you're a team player with a donor-centric approach and a passion for building relationships and helping others.

### Why join us?

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program. In this role, you'll have the benefit of working from home while being part of a caring and compassionate team working together to support Island families.

### Required skills & experience

- Strong understanding of various components of a comprehensive fund development program and capital campaign, including donor relations
- Experience with events from initial planning through execution and strategic post- event follow up
- Excellent telephone skills, including warm manner and clear speech
- Proficiency in Microsoft Office Suite and Raiser's Edge database
- Minimum two years' fundraising experience

[More...](#)

**Main office:** 345 Wale Road, Victoria BC, 69B 6X2

**Jenece Place:** 201 Hospital Way, Victoria BC **Qwalayu House:** 565 2nd Avenue, Campbell River BC  
250-940-4950 | [info@islandkidsfirst.com](mailto:info@islandkidsfirst.com) | [islandkidsfirst.com](http://islandkidsfirst.com)

Charitable Registration No. 898638291 RR0001

**Qualifications & education**

- A diploma, undergraduate degree, or equivalent experience
- Certified Fund-Raising Executive (CFRE) designation or in-progress an asset
- Involvement in the Association of Donor Relations Professionals (ADRP), Association of Fundraising Professionals (AFP), or Canadian Association of Gift Planners (CAGP), or a similar professional organization an asset
- Proof of full Covid 19 vaccination
- Valid Class 5 Driver's License and personal vehicle for occasional travel

**To apply:**

If this position sounds like a great fit for you, please email your cover letter, resume, and two professional references to [careers@islandkidsfirst.com](mailto:careers@islandkidsfirst.com) with "Fund Development Coordinator" in the subject line. The **application deadline is Monday, January 24, 2022**, however the position will remain open until the successful candidate is found. We thank all applicants for their interest however only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at [www.islandkidsfirst.com](http://www.islandkidsfirst.com).