



Job Posting - Fund Development Coordinator (Hybrid role - North Vancouver Island)

ABOUT US

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for more than 90 years. Our mission is to ensure all Island families have access to the health care they need, when and where they need it the most. Thanks to the generosity of our donors, we are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges.

We collaborate with communities, partner organizations, and donors to fund programs and provide supports to address the daily and often urgent health care needs families face when caring for a child with complex health challenges. Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

We know kids may only be 21% of our Island's population, but they are 100% of our future. Help us invest in this future and join us as champions for the health of every Island family.

WHY WORK HERE?

We are a tight-knit team passionate about making a difference while having fun. The work you do with the Foundation 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. You can be a part of a caring and compassionate team working together to support Island families.

The Children's Health Foundation's core competencies are communication, interpersonal skills, teamwork, open-mindedness, accountability, confidentiality, creative thinking, and daring.

POSITION SUMMARY

The Fund Development Coordinator is our steadfast ambassador on the North Island and our lifeline to our partners and donors. A natural connector, with deep roots in the community, the Coordinator will effortlessly blend relationship-building with strategic engagement to build a pipeline of opportunity that the Foundation can capitalize on. This role works closely with all Foundation staff to execute the operational and strategic plans of the Fund Development Department and is a team player with a donor-centric approach. Passionate about the mission and ready to leverage their innate knack for engaging diverse audiences, the ideal candidate for this position will wear both their operations and fundraising hats, expertly shifting between outward and inward organizational needs without breaking a sweat. Working collaboratively with the Director of Development and the Fund Development Team, the Fund Development Coordinator thrives in the nonprofit industry and is comfortable working both independently and as part of a larger team. This opportunity is high-impact, strategic, and a launchpad for growth within a highly successful team.

This is a full-time, permanent position with evening and weekend work required at times for special events and presentations. Valid Class 5 Driver's licence and access to a vehicle are required.

RESPONSIBILITIES

Fund Development Administration

- Support the Director of Development with administrative tasks as required for program needs
- Work closely with the Director of Development & Community Investment team to develop recognition and stewardship opportunities that align with investment priorities and project milestones
- Develop, maintain and evaluate an annual engagement and stewardship calendar inclusive of diverse opportunities for varying levels of stakeholders, volunteers and donors
- Participate in stewardship and follow-up activities, including phone calls and mailings to donors
- Identify ways to further engage donors, build relationships with community partners, raise brand awareness and build the Foundation's presence in the North Island
- Provide coverage for reception-style activities when needed at Qwalayu House

Event Coordination

- Provide support to the Fund Development team to execute all logistic details associated with engagement, solicitation and/or stewardship activities. This may include: preparing briefing packages, developing invitations/display materials, designing takeaways, obtaining donor awards or plaques, securing venues and catering, and initiating post-event follow-up planning with all Foundation staff

Volunteer Management

- Support the Director of Development with the preparation of materials for board and senior volunteer meetings
- Assist with and coordinate volunteers for mid/North Island events and foundation activities

QUALIFICATIONS

- Diploma in Marketing, Communications, Fundraising, 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
- Basic understanding of a comprehensive fund development program
- Experience with event production from planning through execution and post-event follow up
- A high level of organizational ability, attention to detail, and ability to manage tight timelines
- Ability to anticipate, understand, and respond to the needs and expectations of donors
- Strong knowledge of Microsoft Office programs
- Experience with Raiser's Edge data system, an asset
- Minimum 3 years of experience in a related work environment

COMPENSATION PACKAGE

- Base salary range: \$51,080 - \$63,850
- Additional benefits: 4 weeks vacation, Municipal Pension Plan, Comprehensive extended Health & Dental, Long Term Disability, Life Insurance, and Accidental Death & Dismemberment, Monthly cell phone allowance, Professional Development support

Children's Health Foundation of Vancouver Island is committed to upholding the values of equity, diversity, and inclusion and strongly encourages application from people from marginalized communities, including BIPOC, LGBTQ2s+ folks, and people with disabilities.

To apply, please send your resume and cover letter to careers@reimaginework.ca with the subject line 'CHFVI - Fund Development Coordinator' We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.