

**Position: Fund Development Coordinator (South Island)**

<b>Reports to:</b>	Director of Development
<b>Location:</b>	Victoria (a hybrid work model can be considered)
<b>Term:</b>	Full Time
<b>Hours of work:</b>	Monday-Friday, 37.5 hours/week with occasional evening and weekend work
<b>Salary Range:</b>	\$55,248 - \$69,060

**About us:**

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for almost 100 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.

**Who we're looking for:**

Our team is growing, and we are looking to hire a Fund Development Coordinator (South Island). The Fund Development Coordinator executes program support of annual initiatives. The Coordinator is an ambassador of the Foundation and an active team member and works closely with the Foundation team to execute the operational and strategic plans of the fund development department through a donor centric approach.

**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 on Vancouver Island and surrounding islands. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, health spending account, and a pension program.

**Responsibilities**

**Fund Development Administration**

- Support the Director of Development with administrative tasks as required for program needs.
- Work closely with the Director of Development, Fund Development and Family Programs & Impact teams to develop appropriate 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, house tours and mailings to donors.
- Greet and support donation deliveries/interactions at the Jeneece Place office.
- Identify ways to further engage donors, build relationships with community partners, raise brand awareness, and build the Foundation's presence in the South Island – Review opportunities with Director of Development and Fund Development Team and execute approved tactics and activities.
- Assist with other fundraising initiatives as assigned by Director of Development.
- Provide occasional coverage for reception activities on an occasional/emergency basis, as determined by Jeneece Place House Manager.
- Support the Director of Development with preparation of materials for board and senior team meetings & events.

### **Event Coordination**

- Provide support to the Fund Development team to execute all logistical details associated with engagement, solicitation and/or stewardship activities. This may include and not be limited to preparing briefing packages, developing invitations/display materials, designing takeaways, obtaining donor awards or plaques, securing venues, catering, arranging speakers for events and initiate post-event follow up planning with all Foundation staff.
- Coordinate invitation mail out and RSVP follow up calls for guests invited to Foundation events.
- Liaise with the Database Specialist to ensure all event specific information is recorded in Raiser's Edge.
- Assist with volunteer needs and initiatives for South Island events and Foundation activities.

### **Required skills & experience**

- Basic understanding of various components of a comprehensive fund development program.
- Minimum three years' experience with event production from initial planning through to execution and strategic post-event follow up.
- Experience with project management.
- A high level of organizational ability, attention to detail, and ability to manage tight timelines.
- A donor service orientation demonstrated by the 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.

### **Qualifications & education**

- A post-secondary diploma in Marketing, Communications, Fundraising, or equivalent experience.
- Minimum of three years' related experience.
- Certified Fund-Raising Executive (CFRE) designation or in progress an asset.

- Involvement in the Association of Donor Relations Professionals (ADRP), Associated Fundraising Professionals (AFP) or Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset.
- Valid Class 5 Driver's License and personal vehicle required.

**Application process**

To apply: Visit [Children's Health Foundation of Vancouver Island Job Board - View Our Current Openings \(applytojobs.ca\)](#)

Deadline: All submissions should be received by *April 5th, 2024*.

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.

All qualified candidates are encouraged to apply; however, must be legally entitled to work in Canada.

Confirmation of full vaccination against COVID-19 is required for all new employees.