

Fund Development Coordinator needed

Reports to:	Director of Capital Campaigns, Fund Development
Location:	Ideal candidate will be centrally located on Vancouver Island and able to work from a centrally located CHFVI office in Nanaimo, B.C.
Term:	Full time, temporary position Beginning May 2024 and concluding August 30, 2024
Hours of work:	Monday-Friday, 37.5 hours/week with occasional evening and weekend work
Salary Range:	\$26.19 - \$32.74 per hour

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 more than 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 supporting capital campaign initiatives, event coordination, grant writing, donor inquiries, 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 an opportunity 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

Capital campaign support

- Assists all aspects of capital campaign including development of materials, coordination, prospecting, research, scheduling meetings, pledge entry, gift agreements, and gift processing support
- Assist and support final stages of current capital campaign including donor recognition and campaign wrap up activities

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 | islandkidsfirst.com

Charitable Registration No. 898638291 RR0001

Donor relations & stewardship

- Coordination of donor stewardship and recognition program
- Ensure appropriate donor relations, including acknowledgement letters and other correspondence, special mailings, telephone and in-person contact are initiated and delivered in a timely manor
- Track stewardship activities in Raiser's Edge

Grant writing

- Work with the Capital Campaign Manager and Fund Development team to identify potential community grant funding sources to support capital and ongoing programs
- Write grant applications according to requested formats and submit applications to appropriate funding agencies and foundations
- Maintain records in Raiser's Edge to track and monitor the various stages of grant writing, applications and renewal submissions, mid-grant reporting and application status updates
- Maintain relationships with Foundation and Grantor contacts

Event coordination and fundraising

- Support third party events as required; this may include preparation, set-up, event day and tear-down
- Support Foundation driven events; this may include logistical details associated with engagement, solicitation or stewardship events, compiling invitation lists, preparing briefing packages, obtaining donor awards or plaques, securing venues and catering, and executing post-event follow up
- Public speaking and presentations as required
- Liaise with the database specialist to ensure all event specific information is recorded in Raiser's Edge
- Coordinate annual calendar and note card fundraiser including sales, tracking and execution
- Will be expected to set and meet fundraising goals and metrics annually

Required skills & experience

- 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

Qualifications & education

- Currently pursuing or completed post-secondary diploma, undergraduate degree, or equivalent fundraising experience

- 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
- Valid Class 5 Driver's License and personal vehicle required

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:

The **application deadline is Wednesday, May 1, 2024**. Applications will be reviewed as they are received. 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.

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