



## JOB POSTING

### Resource Development – Central Office - Vancouver

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**JOB TITLE** Donor Engagement Specialist

**START DATE** September 2018

#### REPORTS TO

Director Resource Development

#### OUR MISSION

To provide a safe, supportive place where children can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

#### WHO WE ARE

At BGC, what drives everything we do is the knowledge and belief that **every kid is amazing**. At our 12 neighbourhood-based Clubs, our people – cool, young mentors and role models – bond with kids by really seeing and hearing them. They use activities – sports, homework clubs, creative arts, healthy food and cooking programs, leadership development and safe access to the online world – as tools to connect with kids. The result? Kids **choose** to belong here. In addition to Clubs, we run a wilderness summer camp (Camp Potlatch), substance abuse services for youth, youth and family counselling, employment services, and early years and parent programs.

#### HOW YOU WILL CONTRIBUTE

As Donor Engagement Specialist you will support the Resource Development strategies at Boys and Girls Clubs (BGC). Yours is a diverse donor focused role which includes: organizing volunteer opportunities for corporate partners, implementing social media initiatives, administration and data entry tasks, coordinating logistics for special projects and activities that engage donors as volunteers. Your role involves both behind the scenes and donor facing activities.

#### YOUR ROLE

##### Donor Relations

- Support relationships with corporations, individual donors and the public (as directed), to ensure financial objectives are met
- Organize and lead volunteer opportunities for donors
- Track and compile volunteer hours and types of volunteering for the organization
- Organize and provide logistical support for corporate work parties, volunteer opportunities, and third party events
- Utilize Social Media for donor recognition on an ongoing basis
- Assist in the development and execution of stewardship and recognition plans for BGC donors
- Prospect research and assistance in the development of cultivation plans
- Assist in the research, preparation and coordination of funding proposals

##### Event Support

- Take the lead on exciting seasonal volunteer activities and events including: holiday hampers, Santa Claus Parade, Club House Gala and Third Party events
- Recruit, develop and train volunteers who provide support for BGC's fundraising events
- Attend events that require the involvement of volunteers

##### Administration Support

- Maintain a high level of customer service to sponsors, volunteers, donors and respond to inquiries and concerns
- Raiser's Edge documentation of all donor interactions including: visits, proposals, and phone calls
- Other duties as assigned

## **WHAT YOU BRING**

- Two years of experience in a non-profit environment and/or equivalent combination of education and experience
- Excellent oral, written and interpersonal communication skills
- Demonstrated team player with the ability to work collaboratively, think critically and offer solutions
- High proficiency in computer programs for work that includes: database management, word processing, power point presentations, and internet research
- Experience with Raiser's Edge, an asset (but we can talk)
- Social Media savvy and/or desire and ability to take ownership of this role
- Ability to prioritize your work load and multiple projects, while ensuring that deadlines are met in a timely manner
- Flexibility in work hours to attend volunteer and 3<sup>rd</sup> Party events which may occasionally occur during evenings or weekends
- Valid driver's licence and access to a reliable vehicle
- Criminal Record Check (Vulnerable Sector)
- A passion for programs that support kids in being the best they can be!

## **CLOSING DATE**

August 24<sup>th</sup>, 2018

## **HOW TO APPLY**

Please email or mail, a resume and cover letter to:

Resource Development Hiring Committee  
Boys and Girls Clubs of South Coast BC  
2875 St. George Street  
Vancouver, BC V5T 3R8

Attn.: Marcie Mark, Director Resource Development

Email: [mmark@bgcbc.ca](mailto:mmark@bgcbc.ca)