



JOB POSTING

Resource Development – Central Office Vancouver

JOB TITLE Donor Engagement Specialist

START DATE ASAP

REPORTS TO

Director Resource Development

SUMMARY OF RESPONSIBILITIES

The Donor Engagement Specialist carries out tasks that support the Resource Development strategies at Boys and Girls Clubs of South Coast BC (BGC).

As a member of BGC, the Donor Engagement Specialist will support all aspects of donor engagement, from data entry and administrative tasks, to coordinating logistics for projects and activities that engage donors as volunteers. This will involve both behind the scenes and donor facing activities.

JOB DUTIES

DONOR RELATIONS:

- Support the development of long term relationships between donors and BGC
- Develop, implement, coordinate and evaluate volunteer opportunities for donors and corporations
- Support the development and maintenance of relationships with corporations, individual donors and the public to ensure financial objectives are met
- Assist in the research, preparation and coordination of funding proposals
- Track and compile volunteer hours and types of volunteering for the organization
- Organize and provide logistical support for corporate work parties, Champions Club volunteer opportunities, and third party events
- Assist in the development and execution of stewardship and recognition plans for BGC donors
- Prospect research and assistance in the development of cultivation plans

EVENT SUPPORT:

- Recruit, develop and train volunteers who provide support to BGC's fundraising events
- Attend events that require the involvement of volunteers
- Provide logistical support for seasonal and volunteer activities/events such as holiday hampers, Rogers Santa Claus Parade, Clubhouse Gala and Third Party events

ADMINISTRATIVE SUPPORT:

- Assist in the development and tracking of the annual operating budget for Resource Development, as appropriate
- Maintain a high level of customer service to sponsors, volunteers, donors and respond to inquiries and complaints
- Ensure Raiser's Edge is updated with all donor interactions, including visits, proposals, phone calls etc.
- Other duties as assigned

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector)
- Associate Certificate in Fundraising Management, or a related field with two years of experience in a non-profit environment or an equivalent combination of education and experience
- Excellent oral, written and interpersonal communication skills.
- Proficient time and general management skills.
- Experience with databases, computer programs for purposes of word processing, presentations, email, researching the internet etc. (i.e. Excel, PowerPoint, Publisher, Microsoft office).
- Experience with Raiser's Edge an asset
- Demonstrated teamwork skills with the ability to think critically and find resolutions
- Ability to prioritize work load and multiple ongoing projects while working under pressure to ensure that deadlines are met
- Must be flexible to attend volunteer related events that may occur on evenings and/or weekends
- Valid driver's licence and access to a reliable vehicle

CLOSING DATE

This posting will remain open until the position is filled.

HOW TO APPLY

Please mail or email a resume and cover letter to:
Resource Development Hiring Committee
2875 St. George Street
Vancouver, BC V5T 3R8
Email: mmark@bgcbc.ca