

Position: Fund Development Coordinator

Reports to: Events & Annual Giving Manager
Location: Victoria (a hybrid work model can be considered)
Term: Full Time
Hours of work: Monday-Friday, 37.5 hours/week with occasional evening and weekend work
Salary Range: \$51,080 - \$63,850

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.

Who we're looking for:

A member of our team has been promoted and we are looking to hire a Fund Development Coordinator. The Fund Development Coordinator is responsible for the coordination and support of annual giving and event programs, including related fundraising initiatives, grant writing, volunteer coordination, and annual bursary programs. 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.

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

Main office: 345 Wale Road, Victoria BC, 69B 6X2

Jeneece Place: 201 Hospital Way, Victoria BC **Qwalayu House:** 565 2nd Avenue, Campbell River BC

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Charitable Registration No. 898638291 RR0001

- 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
- Minimum three years' experience in a related work environment

Qualifications & education

- A post-secondary 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), Associated Fundraising Professionals (AFP) or Canadian Association of Gift Planners (CAGP) or a similar professional organization an asset
- Proof of full Covid 19 vaccination
- Valid Class 5 Driver's License and personal vehicle required

To apply:

If this position sounds like a great fit for you, please email your cover letter and resume to careers@islandkidsfirst.com with "Fund Development Coordinator" in the subject line. The **application deadline is Friday, August 11th, 2023**, however the position will remain open until the successful candidate is found. 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.