

Fund Development Coordinator needed

Reports to:	Capital Campaign Manager, Fund Development
Location:	Ideal candidate will be centrally located on Vancouver Island and able to work both remote and from a centrally located CHFVI office
Term:	Full time, permanent position, beginning March 2022
Hours of work:	Monday-Friday, 37.5 hours/week with occasional evening and weekend work

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 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 and third-party fundraising, grant writing, donor recognition and stewardship, donor inquiries, meeting and minute coordination, 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 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, and a pension program.

Required skills & experience

- Strong 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
- Minimum two years' fundraising experience

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

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

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Charitable Registration No. 898638291 RR0001

Qualifications & education

- A post-secondary diploma, undergraduate degree, or equivalent fundraising experience
- Certified Fund-Raising Executive (CFRE) designation or in-progress an asset
- 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
- 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 Monday, January 31, 2022**, however the position will remain open until the successful candidate is found. 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.