



**SIERRA  
CLUB BC**

**JOB OPPORTUNITY:  
DONOR ENGAGEMENT LEAD**  
FULL TIME - ANNUAL SALARY \$63,500 - \$70,200

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## **POSITION SUMMARY**

The Donor Engagement Lead currently reports to the Executive Director and works directly with donors, staff, and Board to advance [Sierra Club BC's strategic plan](#). This is an opportunity to play a key role in increasing the resources and impact of a dynamic, growing organization. We are looking for someone who is deeply committed to the vision laid out in our plan and is willing to bring all their skills to bear persuading current and potential donors to support our work. The successful candidate needs to be based either in the Greater Victoria or Metro Vancouver area.

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## **RESPONSIBILITIES**

Some main responsibilities include:

- Steward and grow the major gifts and planned giving portfolios
- Assist in managing a rapidly growing monthly giving portfolio, helping meet monthly giving and annual giving targets
- Work closely with Communications, Campaigns and Education teams to develop and execute an annual development plan, including providing content for multiple communication channels
- Plan and manage engagement journeys for individuals, corporations, and planned giving through the complete development cycle (prospecting, acquisition, solicitation, stewardship, and retention)
- Serve on the Board's Fundraising Sub-Committee, and support (as needed) the Finance Sub-Committee

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## **WHAT YOU WILL NEED TO SUCCEED**

- 5-8 years of proven success in fund development (major gifts experience will be given preference)
- An infectious, passionate commitment to Sierra Club BC's values and strategy that will win over current and prospective donors
- Experience in designing, implementing and evaluating development plans
- Sound knowledge of CRA rules and regulations pertaining to charitable giving, event-related fundraising, tax receipting, and best practices as per CRA guidance
- Leadership and people skills in fostering and thriving in a collaborative, cohesive environment
- Working knowledge and keen interest in current and evolving trends in charitable giving
- Proven budget management, project management and event management skills
- Ability to think critically, make evidence-based decisions, and stay cool under pressure
- Maintaining confidentiality and the ability to be discreet is a must
- Experience working in intercultural contexts and upholding JEDI (justice, equity, diversity and inclusion) principles
- A willingness to travel within the province (when safe to do so) to meet with donors
- Strong computer skills including CRM (Salesforce preferred), Marketing Automation (Campaign Monitor), Word, Excel and cloud-based file management

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## **COMPENSATION**

- This is a five days per week (37.5 hours) position, with a starting pay rate of \$63,500-\$70,200
- Annual cost of living adjustments and annual salary increases within salary range
- Initial four weeks of paid vacation per year, with scheduled increases

- Solid benefits package
- Opportunities for professional development and training

## **ORGANIZATION OVERVIEW**

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Sierra Club of British Columbia Foundation (Sierra Club BC) is a non-profit environmental organization whose core mission is to advance climate justice and ecosystem protection by uplifting grassroots-led change. We are committed to engaging with and learning from diverse communities and knowledge systems. In particular, we are committed to learning from the governance systems of the Indigenous Nations on whose territories we live and work.

## **HOW TO APPLY**

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- Submit a CV and cover letter in one consolidated document to [britt@sierraclub.bc.ca](mailto:britt@sierraclub.bc.ca) with the words “Donor Engagement Lead” in the subject line. We accept written or video cover letters; if creating a video please keep it to a maximum length of 2 to 3 minutes
- **No phone calls please.** Only candidates who are short listed for the role will be contacted
- Applications due on January 30th, 2022