children's
HEALTH FOUNDATION
OF VANCOUVER ISLAND

Fund Development Coordinator
Detailed Job Description

Regular Full-Time 37.5 Hours Per Week

ORGANIZATION OVERVIEW

For over 90 years CHFVI has worked with the community to raise funds in support of the health needs of children and families all across the Island. We support programs that navigate families through the healthy physical and emotional development of children from before birth through to adulthood. We do this by collaborating with Island Health and other leading child and youth focused agencies to deliver programs that specifically target early intervention, child and youth mental health, and access to care no matter how rural or remote a child is located. As champions of health for every Island family, the Foundation believes that all children deserve to reach their full potential, and we work with like-minded donors to transform the way care is delivered to Island kids and their families as close to home as possible.

POSITION SUMMARY

Reporting to the Director of Development, the Fund Development Coordinator is a key member of the fund development team and will execute program support of annual, major and legacy giving initiatives. The Coordinator will work closely with all CHFVI staff to execute the operational and strategic plans of the fund development department and is a team player with a donor centric approach.

KEY RESPONSIBILITIES

Event Coordination

- Provide support to the Donor Relations and Engagement Officer to execute all logistic details associated with engagement, solicitation or stewardship events. This may include and not be limited to: compiling invitation lists, preparing briefing packages, developing invitations/display materials, designing takeaways, obtaining donor awards or plaques, securing venues and catering, and executing post-event follow up
- Coordinate invitation mail out and RSVP follow up calls for guests invited to Foundation events
- Liaise with the Gifts and Database Coordinator to ensure all event specific information is recorded in Raiser's Edge

Communications

- Participate with social media presence on Facebook and Twitter pages for the Foundation as it relates to donor stewardship and engagement
- Coordinate website updates in alignment with Fund Development annual and campaign needs
- Manage all incoming requests from the website and direct requests to the appropriate staff members
- Capture and document donor, patient and caregiver stories to be used in upcoming fundraising campaigns
- Produce design elements for Fund Development initiatives in Adobe Suite

Volunteer Management

- Support the Director of Development with preparation of materials for board and senior volunteer meetings
- Oversees the task management of administrative volunteers supporting the overall needs of the Foundation

Fund Development Administration

- Support the Director of Development with administrative tasks as required for annual, major and legacy giving program needs
- Merge and print correspondence and fold and stuff envelopes for mailings
- Participate in stewardship activities including phone calls to donors
- Greet and support donation deliveries/interactions at the office
- Provide coverage for reception style activities when the Executive Assistant is out of the office
- Assist with other responsibilities as assigned by Director of Development

KEY COMPETENCIES

- Genuine interest in children's health and well-being
- Authentic understanding of philanthropy and the social profit sector
- Authentic interest in executing various components of a comprehensive fund development program
- Experienced with event production from initial planning to strategic post-event follow-up
- Demonstrated ability to use creativity which inspires donor engagement
- Superior written and presentation communication skills
- Superior problem-solving skills and ability to deal with multiple deadlines and demands
- A high level of organizational ability, attention to detail, and ability to manage tight timelines
- Articulate and professional
- Commitment to professional ethics and the ability to effectively interact with executive-level stakeholders
- A strong donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectation of donors
- Enjoys working with people
- Has a positive and outgoing personality
- Demonstrated skills and experience in working as a part of a team

QUALIFICATIONS AND EXPERIENCE

- Diploma in marketing, communications, fundraising or equivalent and one to three years' work experience
- Experience with Raiser's Edge data system and extracting data to support fund activities along with a solid knowledge of Microsoft Office programs
- Evening and weekend work required
- Valid driver's license and daily access to a vehicle is required
- Involvement in ADRP, AFP, CAGP or a similar professional organization an asset
- CFRE designation or in progress an asset

Please forward your cover letter and résumé to Jessica Bell, Director of Development, at jessica.bell@viha.ca. The application deadline is Friday, April 6, 2018. We thank all applicants for their interest; however, only those shortlisted will be contacted.