



**Canadian Mental
Health Association**
British Columbia
Mental health for all

CAREER OPPORTUNITY

Coordinator, Resource Development & Events

CMHA BC Division – Victoria Office

Part Time (.50 FTE)

About the Role

CMHA BC Division's Victoria office is looking for an organized, enthusiastic and detail oriented part time Coordinator for Resource Development and Events to work closely with volunteers, staff and donors. The Coordinator is primarily responsible for developing and implementing strategies for securing financial support from a portfolio of donor prospects. The role also supports the organization by assisting with planning and organization of workshops, health fairs and special fundraising events including but not limited to Ride Don't Hide.

A day in the life of this role will include:

Administration:

- Support the Program Manager in the Victoria office by assisting with the ongoing development of community partnerships within the Victoria area including attending regular meetings.
- Respond to public email and phone call related to mental health services in Victoria as required

Resource Development:

- Assist in developing, integrating and executing effective plans to meet financial and performance targets.
- Support, steward and create relationships with key volunteers, staff and donors
- Assist in the development of proposals to existing and potential new donors, both individual and corporate, for gifts and sponsorships.
- Establish and maintain database, files and documentation in an appropriate and accountable manner according to established standards.
- Research and identify potential new donors.

Events:

- Assist with planning, organization, registration and staffing of special events including fundraisers, workshops and health fair displays, including venue bookings, catering, registrations, liaising with vendors, event promotion.
- Serve as the primary point of contact for all communications about the conference/event.
- Oversee volunteer engagement (internal and external).

What you will bring to the role:

You will have one to three years of fundraising experience, up to two years event planning experience and a diploma in an applicable discipline. An equivalent combination of education, training and experience will be considered. You will also have excellent written and interpersonal communication skills as well as strong organizational and analytical abilities and a proven ability to interact effectively and positively with volunteers, staff, and donors. Effective computer skills are essential.

You will also have:

- Working knowledge of CRM systems and Artez an asset
- Project management experience, with a commitment to high standards of quality
- The ability to work independently, collaboratively and under pressure, as well as be able to assess and prioritize multiple tasks and demands, with excellent follow-through.
- Strong research skills, demonstrated resourcefulness and innovation to solve problems
- Ability to tailor and present program information to diverse audiences
- Valid BC Driver's License and access to a vehicle.

This half time position is located in Victoria with a usual work week of 18.75 hours. Most work is performed during regular business hours, however, flexibility to work evenings and weekends is required. We offer a flexible work environment along with a competitive salary and benefits package.

How to apply

Please submit a resume and cover letter in PDF format, describing how you meet the qualifications no later than November 17, 2017 to human.resources@cmha.bc.ca. We regret that only short-listed candidates will be contacted to schedule an interview.

About CMHA

At the Canadian Mental Health Association (CMHA), we are all about promoting the mental health of all and supporting the resilience and recovery of people experiencing mental illness and addiction. Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity and nation-wide leader and champion for mental health. For more information, please visit our website at www.cmha.bc.ca

CMHA, BC Division is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.