

## CAREER OPPORTUNITY

### Resource Development Coordinator

We are looking for an energetic, outgoing and detail oriented Resource Development Coordinator to work closely with our key volunteers, staff and donors. Reporting directly to the Manager of Resource Development, your primary responsibilities are to implement strategies for securing financial support from a portfolio of donor prospects including identifying, qualifying, cultivating, soliciting, and stewarding these gifts from corporations and individuals which will include corporate sponsorships, major gifts, special events, grant writing and planned gifts.

#### WHAT YOU WILL BE DOING

Your main responsibilities will include (but are not limited to):

- Thinking creatively and strategically to solicit support from assigned areas.
- Developing, integrating and executing effective campaign plans to meet financial and performance targets.
- Ensuring the development and implementation of a digital fundraising program.
- You will work collaboratively with marketing and communication to realize maximum impact
- Assist in the development of proposals to existing and potential new donors for gifts and sponsorships.
- Coach, motivate, problem solve and monitor progress and results of all activities.
- Establish and maintain database, files and documentation in an appropriate and accountable manner according to established standards.
- Research and identify potential new donors
- Perform data research and data analysis to increase and re-activate past donors
- Provide knowledge and expertise to other staff regarding the CRM Database, produce monthly reports to ensure accuracy of records and transactions. Develops strong understanding of Branch/Division Agreements, ensuring policies and procedures are met.
- Understand and adhere to National Fundraising Policies and Imagine Canada standards related to fundraising

You will also support and promote third party fundraising events as well as internal fundraising event logistics, and ensure sponsorship relationships are supported.

As with most jobs, there is a certain amount of Administration required. In this role you will support the Manager of Resource Development as well as:

- Maintain the CRM platform by keeping up with filing, organization and back-up donor information
- Respond to general email and phone inquiries
- Coordinate donor recognition and donor journey mapping

Other duties as assigned.

#### WHAT YOU WILL BRING TO THE ROLE:

- You will have a diploma in an applicable discipline as well as a minimum of 3 years of fundraising experience and basic event planning. An equivalent combination of education, training and experience may be considered. .
- Excellent written and interpersonal communication skills as well as strong organizational and analytical abilities.
- A proven ability to interact effectively and positively with staff, managers and donors.
- Knowledge working with CRM systems and peer-to-peer fundraising platforms is an asset
- A commitment to high standards of quality
- Skills in implementation of a fundraising plan
- Skills in developing and maintaining Major Gifts, Annual Giving, and Planned Giving programs
- Knowledge of major & corporate gifts planning and management
- Knowledge of the [Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code](#)

- Excellent skills in multi-tasking and in working in a team environment, with the ability to assess and prioritize multiple tasks and demands
- Skills in creative concept design for fundraising campaigns
- Knowledge and experience working with social media and digital fundraising tools
- Establishing and maintaining effective relationships and partnerships with internal and external stakeholders, performing with a high degree of professionalism
- Working independently, collaboratively and under pressure, with a strong attention to detail and excellent follow through.
- Solid research skills, resourcefulness and innovation to solve problems
- Ability to tailor and present program information to diverse audiences
- Experience in recruiting, supervising and retaining volunteers
- Prior experience working in the voluntary sector is also an asset
- Excellent skills in Word, Excel, Outlook, PowerPoint, and Access.
- You will also have strong knowledge of social media, internet and web conferencing, website communication and online giving

### **Working conditions**

This is a 30 hour a week contract position to March 31, 2019 located in Vancouver. Contract renewal based on performance and funding. Most work is accomplished during usual 9am - 5pm business hours, although the candidate will need to maintain some flexible scheduling during evenings and weekends.

### **HOW TO APPLY:**

Applicants should submit a resume and cover letter outlining how they meet the specific requirements of the position. Please submit these documents in PDF format to [human.resources@cmha.bc.ca](mailto:human.resources@cmha.bc.ca) by 5 p.m. on **August 17, 2018**. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

### **ABOUT CMHA:**

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction. For more information about CMHA, BC Division, visit our website at [www.cmha.bc.ca](http://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.*

*CMHA BC Division is located on the unceded territories of the Coast Salish Peoples.*