

<b>Position</b>	<b>:</b>	<b>Fund Development Coordinator</b>	<b>Closing Date</b>	<b>:</b>	<b>March 29, 2019</b>
<b>Dept</b>	<b>:</b>	<b>Admin</b>	<b>Location</b>	<b>:</b>	<b>New Westminster</b>
<b>Type</b>	<b>:</b>	<b>Full-time</b>	<b>Posting #2</b>	<b>:</b>	<b>4000-032019</b>

---

We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

We are seeking a **Fund Development Coordinator**.

## ROLE OVERVIEW

The Fund Development Coordinator is an integral member of a small team tasked with supporting the work of EFry. Reporting directly to the Executive Director, the Fundraising and Communications Coordinator provides support for the planning and execution of all aspects of the Society fundraising activities including the Capital Campaign, Annual Campaign and annual fundraising and community events. The Fundraising Coordinator also oversees the fund development communications initiatives including social media, campaign materials, as well as contributing to the annual report, and website content.

## KEY ACCOUNTABILITIES

- Supports the Executive Director with Fund Development Strategic Planning, including
  - providing fundraising support to update the annual fund development plan
  - identifying and tracking benchmarks to measure progress and success
- Supports the Executive Director to develop and deliver the Fund Development program, including;
  - providing administrative support for ad-hoc/committees, and ad-hoc project specific Capital Campaign Cabinets
  - preparation of committee materials
  - supporting the ED in stewardship activities, and work closely with Communication Coordinator
  - maintaining calendar, reminders, and communications with donors
  - follow-up and results reporting
- Supports the Executive Director in developing strategic partnerships to further the Fund's goals, including:
  - identifying and help develop strategic relationships
  - provides support in developing a governmental relations strategy

- Supports the Communication Specialist or need for internal and external communications related to goals and objectives, including:
  - organizing events
  - maintaining websites and social media as needed to support communication
- Supports activities and events that are related to the fund development aims of the Society, including:
  - Work with the ED to develop and manage efforts to identify, solicit, communicate and renew annual donors
  - other annual events as delegated by the ED
- Provides overall administration services, including:
  - Integrated management and overall responsibility for Raiser's Edge
  - work with the ED to manage the annual fund development budget
  - work with the ED to manage external contracts related to fund development
- Performs other related duties in keeping with the purpose and accountabilities of the role.

## **EDUCATION AND EXPERIENCE**

The competencies for this position would typically be acquired through the successful completion of an undergraduate degree in social sciences, business administration or related field, in addition to 2-4 years' experience performing related duties in a similar environment; or an equivalent combination of education and experience.

## **TECHNICAL COMPETENCIES**

- With 2-4 years progressively responsible fundraising and communications experience
- Experience in planning and executing fundraising campaign
- Demonstrated success and evidence of ability to organize and execute a fundraising event
- Strong donor engagement and stewardship capacity
- Demonstrated knowledge of direct mail campaigns
- Strong understanding of Raiser's Edge
- Strong organization and time management skills
- Strong communication skills, including ability to write and speak persuasively about homelessness and the Surrey Homelessness and Housing Society
- Solid knowledge of the laws governing Foundations and Boards of Directors, including applicable legislation and acts.
- Solid analytical, problem solving and project management skills.
- Solid communication and interpersonal skills, including report writing and presentations.
- Advanced knowledge of the non-profit community, grant making, and affordable housing and homelessness field.
- Solid ability to work independently and as a collaborative team member.
- Solid time management and organizational skills.

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com).

**Please note only short listed candidates will be contacted for interview. No phone calls please.**



