



Fundraising Coordinator

Permanent Part-time - 25 hours per week

Position Summary:

The Fundraising Coordinator is responsible for raising funds for Chilliwack Community Services operations, programs and capital campaigns. Fundraising is driven by the development of a Fundraising Strategy under CCS's Strategic Plan, the planning and implementation of various fundraising initiatives and the building of strong relationships with the community and the business sector. The Fundraising Coordinator works closely with the Executive Director, Directors and Fundraising Committees.

The Fund Development Coordinator is responsible for the following fundraising initiatives:

- Annual Giving Campaign
- Christmas Sharing
- Employee Giving Campaigns
- Grant Writing Support
- Events
- Third Party Initiatives
- Planned Giving
- Donor Development
- Corporate Campaigns and Sponsorships (including media sponsorships)
- Gaming Oversight
- Capital Campaigns
- Other Fundraising Initiatives as identified

Qualifications:

Education, Training and Experience:

- Fund Raising Certification, Special Events Coordinator/Manager Certification or Certified Special Event Professional (CSEP)
- Minimum three years fundraising and event planning experience in a non-profit setting
- Demonstrated success in establishing and achieving fundraising plans & goals
- Significant experience fundraising in Chilliwack
- OR equivalent education/experience

Job Skills and Abilities:

- Significant knowledge of Chilliwack and its business community
- Superior organizational skills
- Excellent time management skills
- Outstanding communication and networking skills
- Ability to work independently or as part of a team
- Ability to work flexible hours (evenings and weekends)
- Ability to supervise volunteers
- Ability to work with business and the media
- Creativity

Other Requirements:

- Successful completion of a Criminal Record Check
- Driver's license and vehicle, with business insurance and \$5 million liability, required
- Knowledge of E-Tapestry donation tracking system

General:

- Wage rate: as per BCGEU Collective Agreement - Grid Level 14, \$22.07 (under review)
- This position requires Union membership
- This position is open to all persons
- This position requires successful completion of a criminal record check
- This position reports to the Executive Director

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Matthew Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, January 15, 2017