



## **Executive & Fundraising Assistant**

Permanent Full-time - 35 hours per week

### **Position Summary:**

Provides a wide variety of senior administrative, secretarial, and confidential duties to the Board of Directors, Executive Director, and Management Team. Provides a variety of fundraising functions to support the Fundraising Coordinator achieve the goals of Chilliwack Community Services. This is a full-time exempt position of 35 hours per week with some evening and weekend hours required.

### **Qualifications:**

#### *Education, training and experience:*

- Post-secondary education with business or communications diploma/degree or equivalent work experience in area related to job.
- Minimum 5 years of experience supporting Management level staff and teams.
- Experience in fundraising.
- Valid driver's license – Class 5.

#### *Job Skills and Abilities:*

- Expertise in MS Word, Excel, PowerPoint, Publisher and e-mail applications, voice messaging systems, faxes, photocopiers.
- Advanced level of proficiency and experience in executive office administration and working with a Board of Directors.
- Demonstrated ability to provide high quality support with minimal supervision.
- Strong oral and written communication skills.
- Proficiency with social media applications.
- The ability to apply tact and diplomacy in dealing with others.
- Ability to remain confidential and discreet.
- Self-motivated, with strong organizational skills and attention to detail.
- Demonstrated research and analytical skills.
- Event organization experience.
- Ability to develop positive working relationships with executive level stakeholders both internal and external to the organization.
- Strong prioritization abilities and flexibility to address emergent requirements.
- Ability to manage multiple tasks in an environment of rapid change and shifting priorities.

#### *Personal characteristics:*

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## **Duties & Responsibilities:**

### **Executive Assistant**

1. To perform a range of secretarial administrative duties often involving material of a highly confidential nature for the Board of Directors and Management.
2. To schedule, prepare agendas, attend, draft, type and distribute accurate minutes of meetings related to the Board of Directors, Management, Coordinators and other meetings as assigned.
3. Serves as the ED administrative liaison to the Board of Directors and keep them informed of upcoming meetings and events.
4. Adheres to applicable rules and regulations set in bylaws regarding Board matters, including advance distribution of materials before meetings in electronic or paper format.
5. Maintains discretion and confidentiality in relationships with all Board members.
6. Manage the ED's calendar and coordinate meetings.
7. Public relations for the organization including newspaper ads and radio ads along with press releases when requested.
8. To prepare for Annual General Meeting and Annual Report in consultation with Executive Director.
9. To maintain a central agency filing system for minutes, contracts, funder reports, leases and similar documents and conduct file searches when requested.
10. Social media management for fundraising and Agency-wide including Instagram, Facebook and Twitter.
11. Attend networking events in the community.
12. Track donors through agency database and organize donor recognition events.
13. To maintain records and/or statistics relevant to the position.
14. Maintain up-to-date database of grants, proposals and contracts and assist with grant submissions as needed.
15. Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Board of Directors and Executive Director.
16. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the organization.
17. Prioritizes conflicting requirements, handles matters expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures.
18. Manage incoming and outgoing correspondence for ED.
19. Follows up on contacts made by the ED and supports the cultivation of ongoing relationships.
20. Assist in preparation of reports and presentations and maintains relevant records and statistics.

### **Fundraising Assistant**

21. To report to the Executive Director and the Fundraising Coordinator on all matters directly related to fundraising and promotions for the Agency.
22. To compile and prepare for distribution direct mail requests to donors as scheduled.
23. To assist in organizing fundraising events with necessary materials and perform designated functions.
24. To prepare queries and reports to reflect fundraising revenue and donor status, as requested using Agency databases.
25. Assist in securing sponsorships by meeting with business owners.
26. To perform other related duties as may be assigned.
27. Complete all mandatory learning requirements.

General:

- This position is exempt.
- 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](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, July 21, 2017