

## Fund Development Coordinator

The Society Promoting Environmental Conservation (SPEC) is looking to hire a Fund Development Coordinator to support its programming and the celebration of its 50<sup>th</sup> Anniversary.

### Background:

SPEC is a non-profit, charitable and volunteer-driven organization, founded in 1969. We are the oldest environmental non-profit in Canada. Our mission is to provide our community with practical solutions for urban sustainability. Through our open education and outreach programs we provide our communities with the tools to build greener cities together. We work with citizens, industries and government agencies, putting our brains together to create a healthy environment we can call home. Our areas of work include:

- Food - building a more sustainable and resilient local food system
- Energy - promoting energy conservation and the use of renewable energy
- Transportation - advocating for sustainable transportation
- Waste - promoting practices that lead to waste reduction
- Land and Water - helping to protect our green and blue spaces

Working under the supervision of the Executive Director, the Fund Development Coordinator will be responsible for supporting the development and implementation of short and long-term fund development strategies that will cultivate a culture of philanthropy in support of our mission. This includes outreach to current and prospective donors/supporters, donor recognition and stewardship, proposal writing, and working with volunteers. This is a part-time position starting at 10 hours/week with a possibility of increased hours in the future.

### Responsibilities:

- Coordinate the development and implementation of SPEC's fund development plans, including annual and monthly giving, direct appeal, corporate partnerships/sponsorships, and grant writing
- Provide fund development support in the planning and implementation of SPEC's 50<sup>th</sup> Anniversary celebration to be hosted in 2019
- Conduct new donor prospect research; cultivate and solicit new individual, corporate, and foundation supporters; solicit program sponsors
- Write fundraising communications such as funding appeals and proposals, donor correspondence and stewardship reports
- Collaborate with the Outreach Facilitator on the development of fundraising material
- Ensure effective donor recognition and the maintenance of accurate donor records in the organization's database
- Assist with other administrative or fundraising tasks as required

Qualifications & Experience:

- Degree or diploma in fund development/fundraising, communications, PR/marketing, or a related field, plus one to two years of relevant work experience (or an equivalent combination of education and experience)
- Demonstrated success developing and executing cultivation, solicitation, recognition, and stewardship strategies
- Excellent verbal and written communication skills
- Strong interpersonal and relationship management skills; proven track record building constructive relationships with diverse populations
- Excellent research and analysis skills; ability to contribute to strategic planning and provide insights into philanthropic trends and opportunities
- Knowledge of corporate sponsorship and non-profit marketing best practices
- Experience in project management and volunteer management
- Proficient in Microsoft Office with an aptitude for database management
- Strong time management and organizational skills; self-reliant and detail-oriented
- Ability to work both independently and as part of a team

Compensation & Hours:

This part-time position is for 10 hours/week at \$25/hour. A flexible work schedule can be permitted; weekend/evening hours may be required. Position is located in Vancouver, BC.

If interested, send your cover letter and resume to [admin@spec.bc.ca](mailto:admin@spec.bc.ca) by April 30<sup>th</sup>, 2018. We would like to start the position on May 14.