

Fund Development Coordinator Cranbrook & District Community Foundation

Term: Part-time permanent (21 hours per week)

Location: Suite 250 – 100 Cranbrook Street North, Cranbrook BC

Summary:

The Cranbrook and District Community Foundation (CDCF) is a charitable organization that enhances the quality of life and vitality in Cranbrook and surrounding area by supporting the development of endowment funds, making effective grants to local charities and providing community leadership.

The CDCF is seeking a dynamic individual who is passionate about community and is skilled in creating and stewarding donor relationships to promote the Foundation's objectives. This position will focus on fund development activities. As part of the operational presence within the community, the Fund Developer will be required to attend CDCF Board meetings, meet with partners and donors and support the CDCF fund development committee with its activities. Working hours of 21 hours per week are flexible, in order to be available to the general public and donors.

Responsibilities:

- work collaboratively with Executive Director to meet the goals of our organization's three year fund development strategy;
- motivate and facilitate supporters to maximize the funds they raise;
- inspire new supporters to raise money, while maintaining and developing relationships with existing supporters;
- develop new and imaginative fundraising activities;
- co-organize events with Executive Director and CDCF committees;
- raise awareness of the foundation and its work at local and regional levels, e.g. by giving talks to groups, providing information sessions and working with a variety of media;
- outreach in the communities of Cranbrook, Moyie, Wasa, Jaffray, Elko, Fernie, Sparwood
- develop and coordinate In Memoriam Gifts and Legacy Gifts;
- increase funds by researching and targeting organizations whose criteria match the charity's aims and activities;
- develop and implement a strategy for individual and corporate supporter recruitment and stewardship;
- make risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest return on investment of time and resources;

Qualifications:

Experience with two or more years in charitable fundraising, sponsorship and grant writing with a proven track record.

An understanding of the non-profit, voluntary and social services sector.

Excellent written and oral communication skills; Superior interpersonal skills to effectively cultivate foster and manage relationships with a wide variety of stakeholders.

Superior organization and project management skills with the ability to set schedules and work to deadlines.

Ability to work independently and as part of a team.

Sound computer skills including word processing, excel and database management.

Ability to work flexible hours.

Access to a vehicle.

Current BC Driver's License.

Criminal Records check required.

CFRE certification is an asset though not required.

Remuneration:

\$20.00/hour at 21 hours per week.

Submit cover letter and resume to:

Riley Wilcox, Executive Director
Cranbrook and District Community Foundation
PO Box 242
Cranbrook, BC V1C 4H8

By email to: Riley.cdcf@telus.net in Word or PDF format

Closing date for submissions: 4:30pm September 8, 2014