



## **DEVELOPMENT COORDINATOR, EVENTS – *ANYTHING FOR ALZHEIMER'S***

Full Time

The Alzheimer Society of B.C. is the leading charity in supporting people who are living with dementia, their caregivers and families. Our vision is a world without Alzheimer's someday, and until that day we will ensure that people affected by dementia get the supports they need to live the best life possible.

### **ABOUT THE POSITION**

The Alzheimer Society of B.C. is seeking an enthusiastic and highly organized Development Coordinator to join our growing team. This position will provide guidance and support to passionate community fundraisers in the Society's *Anything for Alzheimer's* third-party events portfolio, as well as providing support to other Society events as needed. This position is responsible for overseeing and supporting third-party events, and will have the exciting opportunity to work closely with community members across the province as they develop and implement a variety of fun and inspiring fundraising events.

### **ABOUT YOU**

You have at least 3 years of previous experience working for a charity, have taken or are enrolled in fundraising courses and are excited to get your fundraising career moving forward. You have great oral and written communication skills and are organized and highly efficient. You are keen to learn new skills and want to work at an organization that allows room to grow in your role. You are a team player and can also work well independently.

### **RESPONSIBILITIES/ACCOUNTABILITIES**

- Working with Events lead, develops and implements a strategic business plan for the portfolio.
- Leads the recruitment and promotion of third-party events province-wide.
- Acts as customer service liaison, ambassador for the Society, and communications and donor contact.
- Ensures critical paths and responsibilities for portfolio are prepared, followed and met.
- Coordinates online fundraising, updates donor database including running queries/reports and problem solving.
- Assists with development of written content for web and print purposes.
- Maintains technical data including web uploads.
- Supports Events Officers as part of the team.
- Other duties as required to meet the needs of the role in relation to organizational goals.

### **QUALIFICATIONS AND SKILLS**

- Post-secondary diploma/degree and 3-5 years of experience or an equivalent of education and experience.
- As a customer service liaison and ambassador for the Society, utilizes problem solving skills and is able to interact with volunteers, fundraisers and donors with skill, tact, discretion and compassion.
- Experience with online fundraising events, or a willingness to learn.
- Excellent organizational, interpersonal and communication skills.
- Familiarity with databases (Raiser's Edge, Luminate Online, Raisin) or an aptitude and willingness to learn.
- Ability to work both independently and as a team member; flexibility and ability to work under pressure.
- Familiarity or willingness to learn about tax receipting and CRA requirements for third-party events.
- Knowledge of Word and Excel for Windows.
- Previous knowledge of Alzheimer's disease and/or related dementias is an asset.
- Occasional weekend and evening work will be required.

## ABOUT US

We offer a flexible work environment, including opportunities for a nine-day fortnight. For this position, we also offer the ability to work from anywhere in British Columbia and to work within a hybrid office/home work model (this position will work remotely during the pandemic). Other benefits include:

- Excellent employee benefits package.
- Competitive salary.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

## TO APPLY

EMAIL (Only PDF or Word documents are accepted)  
your resume with a cover letter that details how your experience and qualifications match this opportunity and includes an indication of your salary expectation.

Human Resources  
Alzheimer Society of B.C.  
300 – 828 West 8th  
Avenue Vancouver, BC  
V5Z 1E2

**This posting will remain open until the position is filled.**

[humanresources@alzheimerbc.org](mailto:humanresources@alzheimerbc.org)

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our events, programs, and First Link®, visit:

[www.alzheimerbc.org](http://www.alzheimerbc.org)



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