



RESOURCE DEVELOPMENT ASSISTANT

Full Time

The Alzheimer Society of B.C. is looking to add a dynamic new role within our Resource Development department and is seeking a full-time Resource Development Assistant to join our outstanding fundraising team! This is an excellent opportunity to become familiar with administrative and operational procedures related to all of the Society's fundraising events, initiatives and activities.

ABOUT THE POSITION

Reporting to the Director, Resource Development, this position plays a key role in developing and maintaining effective processes for internal operations and external stakeholder communication. The Resource Development Assistant provides administrative and technical assistance to the team while working collaboratively to support the success of the department.

ABOUT YOU

You are excited to immerse yourself in the world of fundraising and be part of a busy and high functioning team. Working within an environment of multiple fundraising activities, you have great administrative skills and a high degree of organization skills, pay meticulous attention to detail and are eager to support team members in various fundraising initiatives.

RESPONSIBILITIES

- Provides administrative support to the Director of Resource Development and senior managers.
- Provides a variety of related administrative assistance, including administration of donor estate files and administrative and technical support to the team.
- Works collaboratively with team members to support overall fundraising activities.
- Ensures efficient, effective and consistent use of the Society's customer-relationship management database (Raiser's Edge/NXT) to support departmental functions and goals.
- Maintains database and program files, including but not limited to: donor, participant and volunteer lists for mail merges and donor data. Prepares mail merges as required.
- Coordinates team meetings, including agenda preparation, recording and distribution of meeting minutes and tracking and follow-up of arising administrative activities and tasks.
- Provides centralized administration of participation in conferences and events and coordinates logistics for other strategic activities, including arranging meetings with partners and stakeholders.
- Sources and orders fundraising supplies; ensures event supplies and materials are shipped and received in a timely manner.
- Develops and maintains systems critical to organizational efficiency, including ordering and use of print and promotional materials, managing vendor quotes/invoices, expense report and credit card reconciliation.
- Attendance at all Society Signature events, whether virtual, in-person or hybrid.
- Other duties as required to meet the needs of the role in relation to departmental goals.

QUALIFICATIONS

- Post-secondary certificate with 1-3 years of experience at an administrative level.
- Strong administrative, organizational and time management skills and meticulous attention to detail.
- Understanding of administrative support tasks, project management and logistical duties including meeting planning and travel requirements.
- Thorough working knowledge of the Microsoft Office suite of programs, including Word, Excel and PowerPoint.
- Familiarity with databases (Raiser's Edge) or an aptitude and willingness to learn.
- Excellent interpersonal and communication skills.
- Ability to multi-task and manage a variety of duties.
- Works well as part of a team and is also able to set individual priorities.
- Knowledge and understanding of philanthropy and fundraising an asset.
- Previous knowledge of Alzheimer's disease or dementia is an asset.
- Occasionally, some evening and weekend work is required. Flexibility with regards to scheduling is expected.

PLEASE NOTE: The successful candidate will be asked to provide proof of full COVID-19 vaccination and will also be required to obtain clearance through the BC government online criminal record check system.

ABOUT US

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.

We offer a flexible work environment, including opportunities for a nine-day fortnight and the possibility of working remotely within a hybrid work model. We also offer:

- 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.

Equity, diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity.

Please include your salary expectation. Thank you.

This posting will remain open until the position is filled. We encourage you to apply as soon as possible.

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 programs, and about First Link® and the Dementia Helpline, visit: www.alzheimerbc.org

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