

Alzheimer Society

BRITISH COLUMBIA

DEVELOPMENT COORDINATOR, EVENTS – Resource Development Temporary Full Time – ASAP to March 30, 2018

As part of a team, the temporary Development Coordinator will provide support to the Special Events Officer(s) as well as having lead responsibility for one or more significant third party or other events.

This position is full time to March 30, 2018, with the possibility of extension.

KEY RESPONSIBILITIES

- Supports the Events Officer(s) as part of the team, coordinates and helps execute the assigned portfolio, working collaboratively with volunteers, staff and prospective donors to ensure on-time and well planned signature events occur on behalf of the Society
- Prepares written content for web and print purposes
- Coordinates online fundraising, updates donor database along with running queries/reports and problem solving
- Customer service liaison, ambassador for the Society, problem solving, communications and customer contact related to donors
- Coordinates volunteer participation including recruitment and training
- Coordinates materials for training, education and volunteer resources as needed
- Other duties as required to meet the needs of the role in relation to organizational goals

QUALIFICATIONS AND SKILLS

- Post-secondary degree and 3-5 years of experience or an equivalent of education and experience.
- Ability to interact with volunteers and donors with skill, tact, discretion and compassion.
- In depth experience with the principles of effective donor cultivation and solicitation.
- Excellent written, oral and presentation skills, analytical, planning, project management and organizational skills.
- Knowledge of Word and Excel for Windows, database (preferably Raisers Edge).
- Ability to utilize fund raising databases and produce reports as required.
- Previous knowledge of Alzheimer's disease and/or related dementias is an asset.

OTHER REQUIREMENTS

- Able to travel occasionally. Some evening and weekend work is required. Flexibility with regards to scheduling is expected

TO APPLY - Please forward your resume and a cover letter that details how your experience and qualifications match this opportunity. Also, please include your salary expectation.

humanresources@alzheimerbc.org

Human Resources
Alzheimer Society of B.C.
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POSTING CLOSING: 9:00 a.m. Monday, January 22, 2018