



**DEVELOPMENT OFFICER, EVENTS - TEMPORARY**  
**ASAP to March 31, 2022 (possibility of extension)**

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. hosts an annual *Breakfast to Remember* in three cities: Vancouver, Victoria and Kelowna. After a year of virtual programming, we are excited and ready to bring this event back to live audiences in late winter 2022. This event brings together leaders in the business community to learn about the work of the Society and raise awareness and funds to support programming and enable research. Working collaboratively with volunteer committees and Society staff, the Development Officer, Events will lead and implement the Society's 2022 *Breakfast to Remember* fundraising event.

**ABOUT YOU**

You have a passion for events and at least 5 years of experience leading and managing fundraising events. You excel at working with volunteer committees comprised of busy, professional, capable stakeholders. You're an events logistics expert and are excited about the opportunity roll up your sleeves and jump into a contract position to see this exciting event through to completion.

**RESPONSIBILITIES**

- Work with the Project Manager, Events, and Society events staff to lead, develop and implement provincial event held in multiple locations in Winter 2022.
- Work with Society events staff to support event activities, including volunteer committee recruitment and sponsorship activities.
- Work and liaise with Society volunteer committees.
- Lead event planning and logistics.
- Manage/implement business plans including volunteer recruitment and fundraising plans.
- Ensure critical paths and responsibilities for projects are prepared, followed and met.
- Coordinate materials for training, education and volunteer resources.
- Work with Society staff on online fundraising, updating donor database including running queries/reports and problem solving.
- Assist with development of written content for web and print purposes.
- Customer service liaison, ambassador for the Society, communications and donor contact.
- Other duties as required to meet the needs of the role and support the team in relation to organizational goals.

**QUALIFICATIONS AND SKILLS**

- Post-secondary diploma/degree and 5 years of experience or an equivalent of education and experience.
- Demonstrated knowledge and experience of event planning and logistics in the charitable sector.
- Volunteer relationship building experience.
- As a customer service liaison and ambassador for the Society, utilize problem solving skills and possess the ability to interact with volunteers and donors with skill, tact, discretion and compassion.
- Experience with the principles of effective donor cultivation and solicitation.

- Familiarity with databases (Raiser's Edge, Luminate Online, Raisin).
- Analytical and strategic thinker with the ability to manage multiple deadlines and respond positively to change.
- Ability to work both independently and as a team member; flexibility and ability to work under pressure.
- Excellent written, oral and presentation skills.
- Excellent project coordination and organizational skills.
- Knowledge of Word and Excel for Windows.
- Occasional weekend and evening work will be required.

As this is an events position, occasional work outside normal operating hours will be required.

#### **TO APPLY**

If this sounds like you, we would love to hear from you. Please email your resume and a cover letter to Human Resources that details how your experience and qualifications match this opportunity.

#### Human Resources

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

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

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

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 First Link®, visit:

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

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