

FAMILY SERVICES of the NORTH SHORE
Job Posting - Full time (35 hours per week)

Position: Manager, Events & Campaigns
Position #: 23-2187
Reports to: Director of Development
Location: North Vancouver office & Home Office
Closing: September 24, 2023

The Agency

Family Services of the North Shore is an accredited not-for-profit community-based agency committed to making a deep and lasting impact on our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must first take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

The Development Department

The Development department works to raise funds to support the programs of the Agency. Funds are raised through events, grants, direct mail, 3rd party events and by working directly with donors through our major gifts program and corporate donors through sponsorship, grants, and philanthropy.

The Job

As a key member of the development team, you will be responsible for ensuring the Agency increases its revenue through campaigns, events, and individual giving. You will provide ongoing development, review, analysis, and reporting of the Agency's annual giving programs, events, and campaigns. Your role will include contact, solicitation, and stewardship of all levels of donors, including low to mid-level, long term, major, corporate, and other program donors. You will be responsible for the Agency's two annual campaigns, engagement of donors at events, as well as other areas of revenue e.g., the monthly giving program. You will work closely with a fun, dynamic, and collaborative Development and Communications team to grow the development annual budget through individual giving and our signature events.

Key Duties

Special Events

1. Project management of assigned Agency signature fundraising events.
2. Create project plans, including concept papers, scoping documents, and schedule.
3. Ensure critical paths and responsibilities for projects are prepared, followed and met.
4. Support senior volunteers in their leadership roles on event committees.
5. Manage all aspects of event operations, including vendor negotiations.
6. Coordinate the design and production of event collateral, collaborating with the Communications team and Director of Development.

7. Align relationships and event priorities with the overall major gifts strategy in collaboration with the Senior Manager of Major Gifts and Development.
8. Support the development team on the identification, cultivation, solicitation and stewardship of donors and corporate supporters and sponsors.
9. Be responsible for delivering sponsor benefits at all events.
10. Collaborate with the development team in developing a robust pipeline of donors.
11. Participate in the annual development planning process.

Fundraising Campaigns

1. Work with the Development Director to develop and implement fundraising strategies and goals for individual giving.
2. Manage annual plan for Agency's individual donor base with Senior Manager of Development and DoD.
3. Advance online giving initiatives and strategies to grow our individual giving program.
4. Manage end to end fundraising process for individual giving including acknowledgment and receipting, reporting, and stewardship for those campaigns and donors.
5. Develop segmentation and acquisition strategies for donor communications.
6. In collaboration with the Director of Development develop annual giving goals for campaigns.
7. Ensure regular reporting and analysis of the individual giving program, including revenue and metrics, and provide competent pipeline management.
8. Fulfill other duties and assigned tasks as required.

The Candidate

The successful candidate will have:

- A bachelors degree in relevant discipline.
- Professional training in fundraising practices.
- Three years of experience managing fundraising events and campaigns for a mid-size not-for-profit organization.
- Two years of experience in project management.
- Two years of experience with fundraising databases and software, experience with Raiser's Edge is an asset.
- Experience interpreting the Donor Bill of Rights and Ethical Fundraising Techniques
- Knowledge of CRA guidelines is an asset.

In addition, the successful candidate will have:

- Strong relationship building skills with donors.
- Good collaborative skills and able to work well with both internal and external teams.
- Excellent written and communication skills.
- Strong critical thinking skills.
- Marketing acumen.
- A high degree of tact and diplomacy.
- The ability to multi-task efficiently.

ADDITIONAL INFORMATION

Weekend and evening work is required at certain times of the year.

Family Services of the North Shore is committed to creating an inclusive workforce. We encourage all people to apply and to share relevant information to support our employment decision making process, ensuring we are able to reflect and meet the needs of a diverse community.

*Please respond, in confidence, with resume and cover letter to:
Kathleen Whyte, Senior Manager of Human Resources
careers@familyservices.bc.ca*

While we thank all applicants for their interest, only short-listed candidates will be contacted.