

FAMILY SERVICES of the NORTH SHORE

Job Posting

Temporary 21-35 hours per week

Position:	Development and Events Administrator
Position #:	26-2218
Reports to:	Director of Development
Location:	Lonsdale Office and Community Hub
Closing:	Until filled

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 Programs:

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

The Job:

The Development and Events Administrator plays an integral role in building and sustaining donor support for Family Services of the North Shore by providing administrative, donor relations, events, and operational support across the Development team. This position supports fundraising activities through donor database administration, in-kind gift processing, stewardship coordination, event logistics, and community engagement initiatives. The role provides end-to-end administrative support for donation processing, particularly during the holiday season when managing a high volume of in-kind contributions through the Sponsor a Family program.

Working closely with team members, the Development and Events Administrator supports fundraising events, donor engagement activities, corporate partnerships, and digital communications. Responsibilities include preparing donor and corporate/sponsor impact reports, stewardship materials, presentations, and communications that demonstrate the impact of donor support and strengthen relationships with community partners.

As a key liaison between the Development team and community-based initiatives, this role coordinates donor and volunteer engagement opportunities, including activities associated with the Community Hub, Christmas Bureau, and Wonder Wheels programs. The Development and Events Administrator also provides administrative and logistical support for signature fundraising events by helping to coordinate communications, materials, reporting, volunteer support, and event-day operations. Through strong organization, attention to detail, and relationship management, this position helps create meaningful donor experiences and supports the achievement of the organization's fundraising and engagement goals.

This position can be three to five days per week depending on candidates' preference.

Responsibilities:

Development Team Support

- Provide administrative and coordination support to the Development team, including scheduling meetings, managing calendars, preparing materials, coordinating projects, and maintaining departmental records and processes.
- Maintain accurate donor, volunteer, corporate partner, and community engagement records in Raiser's Edge NXT or other tracking system, ensuring timely data entry, documentation, reporting, and follow-up activities.
- Prepare, compile, and distribute fundraising, stewardship, and partnership reports, impact reports, correspondence, and donor communication materials.
- Support donor stewardship activities through the coordination of acknowledgements, in-kind tax receipts, impact reporting, and other stewardship initiatives that strengthen donor relationships.

Donor and Volunteer Engagement

- Support the planning and delivery of donor, volunteer, and community engagement activities, including Community Hub tours, volunteer experiences, and opportunities that strengthen relationships with individual and corporate supporters.
- Coordinate logistics for engagement and fundraising initiatives, including care kit programs, toy drives, gift card campaigns, teen gift drives, and the Wonder Wheels Program.
- Maintain the Development team's donor and volunteer engagement calendar, ensuring activities, deadlines, registrations, and follow-up actions are organized and communicated effectively.
- Work collaboratively with Community Hub staff and Development team members to facilitate a positive and well-coordinated experience for participants, donors, volunteers, and community partners.
- Assist with the setup, coordination, and administration of volunteer activities and engagement opportunities initiated through the Development team.
- Track participation, outcomes, and engagement activities, preparing summaries and reports that identify stewardship opportunities, recommended next steps, and future involvement opportunities.

Event and Fundraising Support

- Provide administrative and logistical support to the Development team for signature fundraising events, including Christmas at the Beach House (CATBH) and pre-Bubbles & Brunch planning, assisting with event preparation, materials, communications, and coordination activities.
- Support event-day operations for CATBH, including guest check-in and check-out, raffle ticket sales, donor and sponsor hospitality, and other duties as assigned by the Development team.
- Assist with maintaining event records, including sponsorship commitments, guest registrations, auction procurement information, and event-related correspondence, ensuring accurate documentation and tracking.
- Prepare and assemble event materials, donor stewardship packages, recognition items, presentations, signage, and other event resources as required.
- Provide administrative support for event planning meetings by maintaining action lists, updating timelines, tracking assigned tasks, and assisting with documentation and record keeping.
- Support communication and coordination with event volunteers, sponsors, donors, vendors, and community partners, ensuring inquiries are directed appropriately and information is shared in a timely manner.

- Assist with post-event activities, including data entry, report preparation, stewardship mailings, donor follow-up tracking, and documenting event outcomes.

The Candidate:

You have:

- A minimum of two years' experience in a not-for-profit organization, fundraising environment, event coordination, or a related administrative support role in a corporate environment.
- Experience supporting a development, fundraising, philanthropy, or corporate relations team is preferred.
- Demonstrated ability to coordinate multiple projects, manage donor or collaborator relationships, and provide strong administrative and operational support in a fast-paced environment.
- Strong computer skills including Microsoft Office Suite (Word, Excel, Outlook). Experience with Raiser's Edge, Raiser's Edge NXT or a compatible CRM database is preferred. Experience with Canva or similar design platform is an asset.
- Excellent interpersonal skills with the ability to work effectively and collaboratively with donors, volunteers and staff at all levels.
- Strong analytic skills, attention to detail and accuracy.
- Strong communication skills.

In addition, you are:

- A team player who is flexible and adaptable.
- Comfortable working with board members, volunteers, donors, and clients.
- Able to build strong and meaningful relationships with all supporters.

Other Information:

This is a temporary position starting approximately November 1, 2026, and ending April 30, 2026.

Family Services of the North Shore is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, sexual orientation, nationality, religious and ethnic backgrounds, and including people with disabilities to apply to become part of our organization.

Rate: \$32.02 – 34.48 per hour depending on experience.

Please respond, in confidence, with resume and cover letter to:

careers@familyservices.bc.ca

Kathleen Whyte

Director of Human Resources

Family Services of the North Shore

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