



Now hiring: Fund Development Coordinator (Donor Relations)

Position type: Junior

Position Title: Fund Development Coordinator

Position start date: Summer 2021

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be part of one of the largest and most respected sport organizations in the world. Welcome to Special Olympics BC!

In this role, you will be a key member of our Fund Development team working collaboratively to raise integral funds to enrich the lives of individuals with intellectual disabilities through sport.

The successful Fund Development Coordinator will:

- Believe strongly in the Special Olympics mission, vision and values;
- Support and implement multi-channel strategies for donor acquisition, solicitation for entry-level gifts and strategies for gift renewal, online fundraising, third-party events, planned giving, and annual fundraising campaigns;
- Ensure the integrity and performance of our internal fundraising database (Dynamics) and fundraising software (Crowd Change);
- Manage donor relations strategy and donor stewardship program;
- Assist in research and development of grant applications;
- Support the operations and logistics of proprietary and third-party events, including auction management, event logistics, merchandise sales, and data management;
- Ensure donations are processed in an accurate and timely manner;
- Support and provide input into the annual fundraising strategy.

What you'll bring:

- 2+ years of fundraising/development experience and/or database administration.
- Strong computer skills and experience with databases required. Advanced user of Microsoft suite including Teams and Dynamics preferred.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy. Strong organizational skills and detail oriented.
- Excellent interpersonal and communication skills – ability to contribute in a high performing team environment.
- Valid driver's license.

This position will require you to work some evenings and weekends, and have some travel throughout B.C. when it is appropriate to do so again. At present, all Special Olympics BC staff are working remotely. If/when provincial health conditions allow, some in-office work will be expected at the SOBC office in Burnaby. The current salary range for this position is \$45,000-\$50,000 per year plus benefits.



If this is your dream job please **apply with a cover letter and resume** to hmaciver@specialolympics.bc.ca.

We thank all interested applicants. Only those selected for interviews will receive replies.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. In 55 communities around the province, we provide year-round training and competitive opportunities in 18 different sports to more than 5,200 athletes of all ages and abilities, thanks to the dedicated efforts of over 4,300 volunteers. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community. We welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, sə́lilwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temí_xw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.