



L'Arche Greater Vancouver

Fund Development Coordinator

L'Arche Greater Vancouver is a charitable organization that provides homes and community inclusion programs men and women with developmental disabilities. In our homes, people with disabilities and those who come to assist them, live in family-like settings. L'Arche is assisted in its mission by the L'Arche Foundation of Greater Vancouver.

Position:

The Fund Development Coordinator works closely with the Fund Development Director to coordinate activities that support L'Arche Greater Vancouver to meet its annual and capital campaign goals.

Reporting to:

Director of Fund Development

Major Responsibilities:

- Adherence to L'Arche Greater Vancouver's donation and cash handling policies and procedures
- Support the Department's annual timelines
- Draft and manage three direct mail campaigns
- Assist in the implementation of L'Arche's Communications plan that include drafting content for newsletters and other communications, and managing L'Arche's social media presence and website content
- Oversee and manage information regarding donor recognition
- Oversee donor database and donor stewarding
- Manage Capital Campaign donation records and pledges
- Assist in identifying, major and capital campaign donors
- Assist in drafting grant applications
- Support the planning, execution and evaluation of donor appreciation and fundraising events
- Support the L'Arche Foundation of Greater Vancouver by coordinating and setting up meetings, taking minutes and distributing board documents
- Oversees the production of timely and accurate donation receipts and acknowledgment
- Provide support for the Office Manager when required
- Other duties as assigned by the Director of Fund Development



Skills to be demonstrated:

- 4+ years in fundraising or non-profit environment
- Excellent oral and written English
- Professional demeanor and ability to maintain confidential information
- Proficient computer skills in MS Office and Outlook
- Comfortable meeting with the general public and working with volunteers
- Administrative skills including ability to organize and plan
- Strong writing skills including experience in preparing grant applications
- Basic fundraising and bookkeeping knowledge along with experience in donation data entry and reporting
- Experience in special event planning, execution and evaluation
- Managing/drafting social media material and website content
- Taking minutes at meetings
- Ability to handle multiple tasks and administrative functions with competing deadlines
- Knowledge of Income Manager Enterprise and Grant Connect an asset
- Ability to work both cooperatively and independently in a culturally diverse environment
- Flexible, open to change, comfortable in a culture of learning and growth
- Strong organizational and problem solving skills
- Ability to take direction and to take initiative
- Experience with persons with developmental disabilities an asset
- Valid BC Drivers License
- Willing to learn new skills

Evaluation:

To be evaluated by the Director of Fund Development annually

TO APPLY:

- Please submit a letter outlining the reasons for your interest in the position, your resume, availability and three references by March 26, 2018

Director of Human Resources
L'Arche Greater Vancouver
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