



L'Arche Greater Vancouver

Fund Development Assistant – Part Time

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 Assistant is responsible for clerical aspects of the Fund Development Department and provides support to the Director of Fund Development and the Fund Development Administrative Coordinator.

Responsible to: Director of Fund Development

Major Responsibilities:

- Adherence to L'Arche Greater Vancouver's donation and cash handling policies and procedures
- Process donations, produce charitable donation receipts and prepare acknowledgement letters
- Assist in donor relations (acknowledgement, stewardship etc.)
- Maintain the donor database (Income Manager Enterprise)
- Create mailing lists, mail merges and other database reports as required
- Prepare bank deposits
- Recording and reconcile financial information related to donations and various fundraising activities
- Provide clear and accurate reporting for monthly bank deposits including all cash, cheque and credit transactions related fundraising activities
- Prepare documents for the Foundation and Capital Campaign
- Support in the planning, execution and evaluation of donor appreciation and fundraising events.
- Support the Department's annual timelines.
- Maintains department records.

Skills:

- Knows, is committed to, and can articulate the vision and mission of L'Arche
- Strong verbal and written English
- Proficient computer skills (Outlook, MS Office)
- Experience with relational/donor databases (preferably Income Manager Enterprise)



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- Ability to multi-task, concentrate in a busy setting, and work within tight campaign timelines
- Knowledge of basic bookkeeping and Canada Revenue Charity Guidelines
- Comfortable meeting the general public and working with volunteers
- Strong organizational, analytical and problem solving skills
- Basic fundraising knowledge
- Three or more year's experience in an office setting, preferably in a non-profit setting
- Ability to work cooperatively and independently in a culturally diverse environment
- Special event planning
- Experience working with or being in an environment with people with developmental disabilities an asset
- Valid BC Driver's License an asset
- Flexible to change and willing to learn new skills

This is a part time position. Hours, salary and schedule to be negotiated.

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
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