



**advokate**  
LIFE & EDUCATION SERVICES

## Employment Opportunity

**Job Title:** Development Coordinator

**Hours:** Full Time, Monday – Friday, 9am – 5pm

**Pay:** \$45k - \$55k Salary

**Benefits:** 2% matching RRSP and Employer paid health benefits

**Position Summary:** Do you long to be employed in a career that really matters? Advokate Life & Education Services Society is searching for a Development Coordinator for their Abbotsford, B.C. head office location.

The Development Coordinator works very closely with the Manager of Development & Communications and is responsible for ensuring that the fine details of all fundraising and marketing initiatives are completed. This includes assisting with direct mail campaigns, fundraising events, grant writing, and other initiatives of the organization, while raising Advokate's profile in the communities which it serves, as well as running Advokate's social media.

The ideal candidate has a strong ability to take ownership of a job/task they're given, troubleshoot as needed, and carry it to completion. They are highly organized, and they take pride in the brand and organization they work for.

### **Major Responsibilities:**

*Thriving in a role that requires a strong attention to detail, the Development Coordinator will:*

- > Implement fundraising strategies and related plans and goals, in consultation with the Manager of Development & Communications.
- > Assist in the execution of fundraising plans, organize, and promote related fundraising campaigns and events, and seek event sponsorship from corporations and individuals.
- > Assist the Manager of Development with Advokate's fundraising events. This includes but is not limited to; Coordinating with vendors, applying for permits, organizing volunteers, and other relevant tasks to ensure successful fundraising efforts.
- > Research fundraising opportunities and assist with writing grant applications.
- > Assist with coordinating direct mail campaigns.

- > Design and produce promotional material.
- > Ensure that all social media accounts are active and regularly posted to with relevant, accurate and creative stories, events, and information.
- > Recruit, organize, and inspire volunteers.

### **Knowledge, Skills & Abilities:**

- > Excellent written and verbal communication skills, and familiarity with various communication mediums including, phone, email, direct mail, websites, and social media.
- > Effective at researching and executing fundraising strategies and tapping into new and different sources for donations.
- > Excellent interpersonal skills and adept at building long-term relationships with donors and volunteers, and at communicating Advokate's mission.
- > Ability to work independently and with a team.
- > Strong attention to detail and ability to plan, organize and multi-task.
- > Strong presentation skills and problem-solving ability.

### **Preferred Education, Training & Experience:**

- > An education, preferably a Bachelor's degree, in communications and/or marketing, event planning or development, or supplemented by course work in these disciplines.
- > Two years of fundraising and event planning experience with a charitable or non-profit organization.
- > Conversant with computers, especially with donor management software, Adobe Suite, social media platforms (Facebook, Instagram, LinkedIn, YouTube), Microsoft Suite (Word, Excel, PowerPoint), with some formal training or course work in such disciplines being preferable.
- > Experience with graphic design software such as Adobe InDesign and Canva is an asset.
- > Experience with donor management software like Kindful and/or email software like MailChimp is an asset.
- > Experience with grant research software such as Grant Advance is an asset.

### **Other Requirements:**

- > Able to work flexible hours as some nights and weekends will be required during certain events and campaigns.
- > A valid BC class 5 driver's license and provision of own transportation.
- > Fully committed to Advokate's vision, mission and values.

**Application Deadline: July 25<sup>th</sup> , 2022**  
**Position Start Date: September 6<sup>th</sup> , 2022**

Please email resume and cover letter to:  
Marie Van de Leur  
**marie@advokate.ca**