

# JOB POSTING

## Fund Development Coordinator

### Position Summary:

The Nature Trust of British Columbia is a leading non-profit land conservation organization dedicated to protecting critical habitat for wildlife, fish, and plants in BC. Since 1971, we have secured 180,000 acres of ecologically significant land.

The Nature Trust of British Columbia (NTBC) is looking for a passionate and creative Fund Development Coordinator to join the team. The Fund Development Coordinator will bring their exceptional event logistics skills to the organization's signature events, while seeking opportunities to expand to third-party and community events. The incumbent will organize and implement fundraising event activities which include in-kind solicitation for auction, raffle and services, collaborate with the team to prepare event collateral, and provide timely communications to internal and external stakeholders. This position will also be responsible for growing the annual giving program, and working to convert event participants into long-term supporters, by building cultivation, solicitation and stewardship strategies.

This is a full-time permanent position based in Vancouver, B.C. The Fund Development Coordinator will report directly to the Director, Development, Marketing and Communications.

### Duties and Responsibilities:

- Under the guidance of the Director, manages event logistics, and all associated activities with delivering a successful gala
- Develop tracking documents and update event critical paths
- Engages in-kind donors, and manages the sourcing of auction items, raffle prizes, and auction platform
- In collaboration with the Director, implements a fund development plan that increases revenue to support the strategic direction of the organization
- In collaboration with the Director, develops and implements strategies for annual growth of the gala and other fundraising activities
- Leads on supporting and seeking third party fundraising events to raise profile, engagement and expand donor base
- Collaborates with the Director and the Communications Manager to develop fundraising resources and tools tailored to different audiences
- Manage the development of the annual giving program, including developing donor journeys
- Oversee day-to-day activities, including receiving and responding to inquiries related to fundraising
- Maintain ongoing communications, steward and manage relations with prospects and current individual donors
- Manage an effective stewardship program with appropriate impact reporting and engagement activities
- Maintain and update donor files, and track results

- Conduct ongoing prospect research of potential donors

**Skills, Abilities and Qualifications:**

- Relevant Bachelor degree, training or certification in a related discipline (fundraising, marketing, sales, event planning, etc.)
- Minimum 3 years' experience in a fundraising environment planning, managing and promoting events
- Track record of successful donor cultivation
- Strong organizational and project management skills with the ability to multi-task
- Exceptional donor relations, and communications skills with a keen eye for detail
- Proven ability to drive fundraising activities
- Experience with a CRM, Raiser's Edge being an asset
- Desire to innovate and be creative
- Ability to identify and resolve issues
- Knowledge of Adobe Creative Suite, Wordpress an asset
- Experience with Givergy an asset
- Passion for the natural environment of BC
- Must be legally entitled to work in Canada

**What we offer**

NTBC is proud to offer generous vacation allowances, a robust health and dental plan, and an RRSP matching program. We are conveniently located close to Burrard, Granville and Waterfront stations, and offer a hybrid work environment. The salary range for this role is \$65,000-\$70,000.

Please submit your résumé and cover letter by February 6th, 2023 to Emma Liffen, Director, Development, Marketing and Communications, to [Fund Development Coordinator](#). In your letter, please address how you meet the qualifications identified above and your salary expectations.

Nature Trust of BC is committed to a workforce that reflects the diversity of BC. We encourage applications from underrepresented communities including racialized persons, Indigenous persons, persons with disabilities, persons identifying as LGBTQ+, and all those who contribute to a diverse society.

Thank you for your interest. Applications will be reviewed as received, and the position filled as soon as possible. Only those short listed for the position will be contacted.