



PHILANTHROPY COORDINATOR

Want to be part of an energetic, passionate, and progressive workplace? Looking to use your fundraising skills in a fun, hands-on environment? Eager to do what you love while making a difference in your community?

Spinal Cord Injury BC is looking for you!

Here's what we're all about...

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel in helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative – we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust, and thrive after an injury.

Our staff come from diverse backgrounds and areas of expertise, but we all share one thing: passion for people. We challenge, support, and inspire one another. We're invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We're growing our team of high-performing people with a passion for positive change. If that sounds like you, read on.

Here's what the job is about...

We're looking for an energetic, creative, and detail-oriented individual to join our Philanthropy team at SCI BC. Reporting to the Manager of Philanthropy, this is a part-time (30 hours per week) position (full-time will be considered for the right candidate) based out of our provincial head office in Vancouver, BC.

As our Philanthropy Coordinator, you will:

- Provide front-facing fundraising support by engaging with donors (in-person, online, through email, or via phone) and helping meet donor-specific needs and requests
- Take a lead role in maintaining and growing the SCI BC Monthly Giving Program, by stewarding monthly donors, organizing a monthly donor recruitment email campaign, and expanding the portfolio through monthly calls and donor touchpoints
- Provide support for SCI BC signature fundraising events, including assisting with online fundraising pages and event logistics, soliciting in-kind support for auctions and prizes, and communicating with fundraisers and donors
- Assist with donor stewardship and engagement, by conducting thank you calls, contributing to the production of impact reports and stewardship materials, and creating and distributing other donor recognition pieces (including thank you letters and cards, and new donor welcome packages)

- Support Philanthropy Manager and Officer by assisting with grant writing, funding applications and reports
- Attend SCI BC Peer Program and fundraising events and help strengthen relationships with existing and prospective donors
- Collaborate with the SCI BC Communications team to create fundraising materials that engage, cultivate and steward donors and sponsors
- Collaborate with the SCI BC Communications to write captivating stories that feature donor support or experiences from our peers, and inspire others to support our organization through charitable giving
- Take a lead role in developing and maintaining the Philanthropy team’s advertising portfolio, including processing insertion orders and ad files, working with the Communications team on production, maintaining strong relationships with current advertisers, and supporting the development of new advertising opportunities
- Provide general administrative and operational support to the Philanthropy team, including support with large mail outs, mail merges, and meetings
- Provide technical support to Peer Program and Information Services team by pulling reports on peers and peer family members from the donor database
- Provide analytical support to the Philanthropy team by pulling reports on donors, sponsors and funders, analyzing donor data, and tracking deliverables for sponsorships and grants
- Become a “Super User” of the SCI BC donor database and support the organization with donor record maintenance and account updates, pulling fundraising reports, and working with donor data

We are looking for someone with exceptional organizational abilities and attention to detail, along with the following skills:

- At least 1-2 years of fundraising experience (or equivalent experience in a for-profit environment)
- A diploma or certificate in fundraising, marketing or non-profit management is an asset
- Ability to represent the organization in a professional, competent, welcoming manner
- In-depth knowledge of Microsoft Office Applications (Word, Excel, Outlook, PowerPoint) and ideally has experience working with SharePoint or similar share drives
- Experience with contact or donor databases (DonorPerfect preferably)
- Familiarity with CRA regulations regarding donation and donation processing
- Ability to handle sensitive information appropriately with a high level of discretion
- Excellent interpersonal and communication skills (both written and oral)
- Exceptional attention to detail, time management skills, ability to handle multiple competing priorities, can approach tasks with an analytical mindset, and is comfortable working with data and reports
- Strong relationship management skills and experience working with donors and volunteers
- A positive attitude, enthusiasm and willingness to solve problems and work in a fast-paced environment
- Resourcefulness with the desire to take initiative, learn new skills and improve practices

You are a passionate and dedicated professional committed to delivering accurate, timely and high-quality work, and providing exceptional service to donors and volunteers. You are comfortable

working both independently and in partnership with a great team of co-workers; you enjoy a fast-paced, energetic environment, and you respect the values and culture of a non-profit organization.

Starting Date: As soon as possible

Salary Range: \$50,000-57,000/year (based on full-time)

Hours: 30 hours/week (0.8FTE); however, a full-time position (37.5 hours/week) will be considered for the right candidate

Total compensation (FTE): in addition to the abovementioned salary, you will receive 4 weeks of vacation (20 vacation days) and up to five discretionary days. On top of that, we gift additional days off between Christmas and New Year's Day. You will also be entitled to 10 sick days/year, which accrue over time, and can take at your discretion up to five wellness days per year. You will also have the opportunity to participate in our extended benefits and pension plans.

To Apply: Please forward your resume and cover letter, including the date you are available for work, by email to hr@sci-bc.ca. **Applications will remain open until position is filled**). No phone calls please.

Our sincere thanks to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.

Note: Proof of vaccination against COVID-19, the flu, or other respiratory viruses may be required to work in certain settings. In addition, we reserve the right to require staff to vaccination as per federal and/or provincial health guidance or directives that may arise in the future.

Spinal Cord Injury Organization of BC (SCI BC) values diversity and strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. SCI BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

SCI BC acknowledges that our provincial work takes place on the territories of Indigenous peoples who have lived on and cared for the land for time immemorial. SCI BC's head office, GF Strong resource centre, and shared Victoria office are located on the traditional and ancestral territory of the Coast Salish peoples – the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh), and lək^wəŋən (Lekwungen) First Nations. Our Prince George regional office is on the traditional and ancestral territory of the Lheidli T'enneh Nation.

We look forward to meeting you!

www.sci-bc.ca

604-324-3611