



S.U.C.C.E.S.S.

## Donor Relations Coordinator (12681)

**Closing date:** February 10<sup>th</sup>, 2023

**URL:** <https://successbc.bamboohr.com/careers/105?source=aWQ9Mjg%3D>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

<b>Job Type:</b>	Donor Relations Coordinator	<b>Job Number:</b>	12681
<b>Salary:</b>	\$20-25 per hour	<b>Hours:</b>	35 hours per week
<b>Location:</b>	Vancouver BC	<b>Reports To:</b>	Senior Manager

**Division:** S.U.C.C.E.S.S. Foundation

**Employment Type:** Permanent Full-Time

**Number of Position:** 1

### About the Position:

The Donor Relations Coordinator is responsible for providing fundraising support to the Events team for the planning and execution of S.U.C.C.E.S.S. Foundation's three annual signature events: "Bridge to S.U.C.C.E.S.S. Gala", Walk with the Dragon, and S.U.C.C.E.S.S. Foundation Charity Golf tournament. This position also works with volunteers and supports the team on donor cultivation and stewardship events. The Donor Relations Coordinator manages a portfolio of donors and sponsors associated with Foundation's signature events, and develop fundraising strategies associated to each.



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### **Key Duties & Responsibilities:**

- Manages the fundraising database including data entry, creating queries, reports and tracking and reconciling lists and information
- Responsible for tracking guest RSVP's and managing guest communication
- Manages the solicitation and cultivation of major gifts and planned gifts
- Assists and coordinates appropriate impact reporting to donors, sponsors and funders
- Processes donations and issuing corresponding tax receipts in accordance with Revenue Canada guidelines
- Responsible for soliciting and tracking donations, preparing sponsorship and donation materials, timely processing of contributions/donations, tax receipts and "Thank You" process
- Works closely with corporate partners to seek support in areas such as sponsorship, employee fundraising, giving through corporate foundations
- Builds relationships with donors, sponsors, corporate partners and liaising with event committees
- Proactively outreaches and follows up with prospective donors, corporate partners and sponsors
- Ensures accountability when working in collaboration with the fundraising team to achieve fundraising goals
- Provides support to events team regarding planning and execution of signature events
- Serves as liaison to the Finance team for donation and event reconciliation
- Other related duties as assigned by the Senior Manager

### **Qualifications & Experience:**

- University degree in Marketing, Communications, Fundraising or equivalent education in a related field is required
- A minimum of two-years' experience working in a non-profit organization



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- Knowledge of Donor Perfect and/or Auction Tracker is preferred and other fundraising databases is an asset
- Knowledge of event financial management is an asset

### **Job Skills & Abilities:**

- Ability to work independently and as a part of a team
- Ability to function efficiently in a fast-paced and changing environment
- Ability to exercise tact, discretion, and good judgment in dealing with various stakeholders
- Ability to handle confidential and sensitive matters
- Excellent organizational, time management skills and ability to meet multiple deadlines
- Excellent interpersonal skills and collaborative working style
- Excellent verbal and written communication skills
- Excellent data analysis skills, attention to detail and accuracy
- Excellent technical skills in MS Office and web-based applications (e.g. MS Teams and Zoom)

### **Other Requirements:**

- Criminal Record Check Required
- Ability to work weekends and evenings as required
- Ability to travel to other service or event locations in Greater Vancouver
- Additional Languages are an asset

### **About S.U.C.C.E.S.S.:**

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the x<sup>w</sup>məθk<sup>w</sup>əy'əm (Musqueam), S<sup>k</sup>wxwú7mesh (Squamish), and Səl'ílwəta<sup>?</sup>/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full



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potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.

S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

Interested candidates please apply by 11:59PM February 10<sup>th</sup> 2023:  
<https://successbc.bamboohr.com/careers/105?source=aWQ9Mjg%3D>

While we appreciate all applications, only those selected for an interview will be contacted.