



October 10, 2024

**Internal/External Job Posting
Fundraising Coordinator
Part-Time Temporary**

Purpose:

The Fundraising Coordinator will work closely with the senior staff to steward and implement fundraising programs that support meeting Sage Haven Society's annual and projected revenue requirements. This work will enhance and support the mission of the Society to deliver cost-effective and productive resource development. The Coordinator takes initiative and works on multiple diverse projects simultaneously with deadlines that may overlap. The Coordinator works well under pressure both independently and as part of a team.

Site: Sage Haven Administration Office
3082 3rd Avenue, Port Alberni, BC, V9Y 2A5

Hours: 25 hours per week (In-person, on-site)

Contract: October 2024 to September 2025 (with the possibility of renewal to September 2026)

Key Duties and Responsibilities:

- In consultation with the Executive Director or designate, research short and long-term strategic and operational plans for resource development and marketing fundraising initiatives.
- Monitors the performance of resource development: annual campaigns (including donations from individuals, corporations, service clubs, foundations, third-party special events, and organization-planned events), planned giving, major gifts, and other initiatives as appropriate.
- Grant writing/applications, including monitoring and reporting.
- Maintain strong relationships with donors, corporate sponsors, grant funders, and partners. Participate in the identification and cultivation of prospects. Recommend appropriate communication and recognition plans for donors.
- Promote communication with the public, funders, potential donors, members, corporate partners, staff, and volunteers through newsletters, brochures, website appeals, media support, and public awareness events.
- Special events planning.
- Maintain donor information management systems. Ensure that privacy, ethics, and integrity are maintained in relation to donor records for all files and systems.
- Undertake other duties and special projects as required, where appropriate.

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Sage Haven Society
3082 3rd Ave., Port Alberni, BC V9Y 2A5 | T: 250-724-7111



Education and Knowledge

- Fundraising Management Certificate or in the process of attaining CFRE or other designation, or equivalent.

Training and Experience

- Two years of recent related experience.

Salary: HSA union Grid 11 - \$26.74 - \$30.69 (Subject to JJEP)
This position requires Union Membership

Apply: By email: to workwithus@sagehavensociety.org by noon PST October 21, 2024
Only Candidates being considered will be contacted.

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