



## COWICHAN VALLEY HOSPICE SOCIETY DEVELOPMENT ASSISTANT JOB DESCRIPTION

### **Position Summary:**

This position supports the ongoing programs and services of Cowichan Hospice through fundraising administrative activities including: database management, communications development, support for donor relationships, events, grant and proposal development

### **Key Accountabilities:**

#### Communications:

1. Write, design and coordinate production of community, donor and fundraising communication materials (i.e. brochures and posters, blog posts, facebook posts, e-blasts)
2. Draft fundraising letters and related materials
3. Maintain Facebook page and update website, develop electronic newsletter materials and maintain electronic contact lists.
4. Develop and maintain other social media tools as required: e.g. blog posts
5. Interview clients and stakeholders to collect hospice stories for use in various media

#### Donor Relationships:

6. Process donations including entering donations in database, prepare tax receipts and issue thank -you letters to donors.
7. Maintain all donor tracking contact systems and relevant data bases to ensure accurate tracking, receipting and successful communication with donors.
8. Develop briefing notes and assist with the preparation of materials for donor meetings as well as stewardship activities.
9. Identify gift prospects and prepare prospect research reports.
10. Coordinate ongoing fundraising; donor and special events.
11. Coordinate fundraising volunteers
12. Support and prepare reports for the Board.
13. Provide administrative support related to fundraising and donor relations.

#### Grants and Partnership Support:

14. Source, and draft grant applications.
15. Support projects evaluation and draft reports
16. Assist with identifying and cultivating corporate sponsorship opportunities.
17. Collaborate and enhance community relationships with prospective donors.
18. Perform other duties related to the qualifications and requirements of the job.

**Required Education and Experience:**

- Completion of a 2 year related certificate or diploma (e.g. marketing, fundraising).
- 2 years directly related experience in fundraising in a not-for-profit environment or an equivalent combination of training and experience.
- Willingness to complete Hospice volunteer orientation

**Required Knowledge, Skills and Abilities:**

- Excellent verbal communication skills with the ability to present information concisely, effectively and tactfully.
- Excellent written communication skills including the ability to compose clear, concise fundraising materials and funding proposals.
- Mission focused in a client-centered environment
- Excellent computer skills: proficiency with Microsoft Word, Excel, PowerPoint, Publisher and Outlook, electronic mail and donor database programs
- Excellent social media skills, capacity and willingness to learn new tools and approaches
- Knowledge and understanding of fundraising principles and practices.
- Excellent interpersonal, organizational and problem-solving skills.
- An ability to deal with pressure of competing priorities.
- An ability to maintain confidentiality.
- An ability to work both independently and as part of a team in a fast-paced environment.
- Highly organized with an aptitude for detail-oriented work.
- Strong time management and prioritizing skills and ability to meet deadlines.
- Flexibility and ability for some evening and weekend work.
- Valid BC Driver's License.
- Commitment to Hospice Palliative Care Principles and culture of care

Please provide two references

\$18 hour/ 21 hours per week. It is anticipated that hours will increase as capital campaign gets underway.

For more information please contact Gretchen Hartley at 250 701-4242