



Job Description

Coordinator, Executive Office and Fund Development

What we do

Since 1952, Easter Seals programs and services have aspired to make a difference in the lives of persons with disabilities. We have helped improve access and mobility, housed families in need when they are required to travel for specialized medical care, and inspired generations of children, teens and adults with disabilities at summer camp.

Our work reaches communities across BC and the Yukon, and with 25% of the population in British Columbia alone recognizing they have a disability, the work we do is important now more than ever. Which is why we're looking for passionate people to join our team and help move our mission forward.

Role Description

This integral role works with both the Executive Office and Fund Development Department. As a member of the Senior Leadership Team at Easter Seals BC/Yukon, the Coordinator, Executive Office and Fund Development provides administrative support to the CEO, Development Department, Senior Leadership Team & Board of Directors.

This role is a full-time, permanent position located at our head office – 3981 Oak Street, Vancouver. Occasional evenings, weekends and/or extended hours will be required to accommodate meetings, activities and events.

Responsibilities

General Office and IT Support

- Assist with Front of House reception, phone, deliveries
- First point of contact with IT support team (respond to questions, check on status, approvals, etc) & assist team members and volunteers (Board) with technical issues
- Work with IT team for various IT-related projects and IT support management
- Coordinate staff meetings and other staff-related functions
- In conjunction with/assist the Director Business/Finance to coordinate office rentals, work stations and ensuring all equipment and resources are in place
- Contribute to the team by creating and implementing systems and tools that contribute to the smooth operations of the office
- Take the lead in fostering a 'team' approach to managing common resources such as the supplies room, Boardroom, photocopier station, etc.

- Assist with various reports, collect data, and prepare reports as needed
- Order office supplies
- Other duties as assigned

CEO/President & Senior Leadership Team Support

- Assist CEO/President with calendar management and travel arrangements
- Prepare and edit correspondence, communications, presentations and other documents
- Coordinate communications and meetings with various stakeholders on behalf of the Executive Office
- Assist with special projects as required

Fund Development Support

Donor Services and Stewardship

- Assist in maintenance of Salesforce donor database
- Create donor reports and queries, as required, assist with data analytics
- Coordinate donor thank you cards and letters
- Respond to donor enquiries in a timely manner

Event support

- Support with coordinating logistics including, but not limited to, invitations, mailings, scheduling of event participants and volunteers
- Support with sourcing prizes for raffles, and auction items, and maintain database of inventory
- Provide support to third party and community events

Communication Coordination

- Collaborate with Marketing team to coordinate donor recognition activities, including scheduling social media posts
- Support the coordination of e-appeals with Marketing team
- Support the Director in other fund development activity as required
- Coordinate mailing of newsletters and e-communications as required
- Support with special projects as needed e.g, 50/50 raffle, and anniversary communications

Board & Committee Support

Coordinate Board and Committees meetings

- Schedule meetings & manage meeting logistics
- Create and distribute Board/Committee meeting agendas and complete meeting packages in a timely manner
- Prepare and distribute minutes and action items

Coordinate AGM

- Manage AGM logistics
- Create and distribute AGM notices and meeting package ensuring compliance with Bylaws

- Prepare yearly meeting script, minutes and action items
- Coordinate and submit all entities yearly filing ensuring compliance with BC Societies Act
- Maintain the Society's Board and governance files, including Bylaws, incorporation documents, and records of motions
- Provide administrative support to the Board Chair, Committees Chairs and other Board members as required
- Assist Board members with travel arrangements and other Board-related requests

Volunteer Management

- Manage Board & committee member record keeping (Recruitment, official documents, contact information, terms & years of service)
- Manage Volunteer recognition
- Ongoing research and implementation of volunteer management best practices
- Assist the team in the identification of volunteer needs, and the development of volunteer role descriptions
- Develop and support the onboarding and orientation process for new volunteers; and provide ongoing training and development of current volunteers
- Manage/Assist with the recruitment and placement of volunteers for office support, special events and various projects

Salary is based on experience and includes a comprehensive extended benefits package.

Easter Seals provides equal employment opportunities to all individuals and we are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful.