



About Easter Seals

Easter Seals BC & Yukon is one of British Columbia's legacy charities operating for over six decades to provide programs and services to better the lives of children and adults with diverse abilities. Operated by the BC Lions Society for Children with Disabilities (Society), Easter Seals BC & Yukon has helped 1.1 million families in need through transportation services, Easter Seals Camps, educational classes, Easter Seals House, post-secondary bursaries at regional colleges and universities, community access services, and patient care programs.

As a registered charity, the Society relies on the generosity of donors to fund their programs and services. Through individual and corporate giving, grants, special events, and major gifts and bequests, the Society directs and stewards its funds with the strategic guidance and fiduciary oversight from its Board of Directors.

Mission

Inspire communities across BC and the Yukon to support, and enable access for, individuals with disabilities.

Vision

Enable abilities in our communities.

Our Values

- **Excellence:** We strive to be the best in all that we do.
- **Relevance:** We commit to effectiveness, sustainability, and continuous improvement.
- **Integrity:** We are trustworthy and accountable.
- **Inclusive:** We treat everyone with respect, embrace diversity, and value the contributions of individuals and communities.
- **Collaboration:** We foster teamwork and build collaborative relationships.
- **Access:** We champion improved access for individuals with disabilities.

What You'll Do

Are you a mid-career fundraising professional looking for an opportunity to manage a diverse fundraising portfolio? Do you enjoy building relationships, have a commitment to donor stewardship, and love creating strategies to achieve revenue growth. Are you a team player who thrives in a cooperative environment? Does creating a more diverse, accessible, and inclusive world inspire you? If so, you sound like the perfect fit for our next Manager, Annual Giving.

You will be responsible for providing strategic leadership to the Annual Giving Program, overseeing a portfolio of roughly \$2 million. You will manage the Annual Giving budget, ensure cost-effective fundraising goals are achieved, develop, and monitor benchmarks, lead your team, and collaborate with other staff and portfolios to help meet our overall annual fundraising targets for the organization.

Responsibilities

General Accountability:

Working directly with the Vice-President, Engagement & Philanthropy, ensure that Annual Giving Program and its properties are developed and implemented as part of the overall strategic plan of the Philanthropy and Engagement department.

- Planning and execution of Annual Giving initiatives including:
 - o Direct mail
 - o Online fundraising
 - o Mid-level giving
 - o Monthly donors
 - o Special events
 - o Sponsorship and business development
 - o In memorial giving
 - o Donor cultivation / donor recognition / donor stewardship
- Develop and monitor standards and guidelines to maintain the integrity of the Annual Giving Program and individual properties.
- Implement effective strategies to acquire, retain and upgrade new and existing donors for the Annual Giving Program.
- Oversee the development and growth of mid-level giving strategy to feed our Major Gift Program, including overseeing an effective moves-management process.
- Develop an integrated strategy for online giving program.
- Oversee the development and implementation of effective Sponsorship and Business Development.
- Oversee the development, implementation, and growth of our Special Events, including both signature fundraising events as well as third party events.
- Analyze trends and identifying needs for development or modification of activities.
- Make recommendations for improvements to the Annual Giving Program and properties, based on evaluation findings.

- Develop, implement and maintain the systems required for the effective and efficient operation of the Annual Giving Program.
- Provide donor service and handling queries from Annual Giving Donors, the general public; resolves issues where appropriate.
- Ensure current information pertaining to annual donors is maintained in Salesforce.
- Contribute to the management of Donor information channels and tools.
- Works with and coordinates service providers, internal and external, and suppliers to ensure high quality and cost-effective service and product is delivered.
- Develop, monitor, and regularly report on budgets and progress towards goals.
- Determine work priorities and manage multiple tasks in a busy work environment.
- Ensure Annual Giving Program meets goals and stated objectives.
- Undertakes special projects as assigned.

What you bring

- University Degree or equivalent in fundraising, communications, or nonprofit management.
- Minimum five years of successful experience in a fund development capacity. Two years of management experience is preferred.
- A proven track record of soliciting and managing corporate donors, Direct Mail and cause-related marketing, mid-level gift fundraising, sponsorship, and community giving.
- A strong proficiency in CRM platforms (Raisers Edge / Salesforce) to manage donor information.
- Demonstrated ability to work with partners, clients and volunteers to develop a compelling case for support (including budgets and timelines) and identifying potential funders.
- Detail-oriented, analytical, and organized in managing competing priorities and deadlines.
- Valid Class 5 driver's license, with the ability to travel within the Metro Vancouver region.

What's In It for You?

We invest time and resources into making sure Easter Seals BC/Yukon is as good as the people we hire. Here are some of the reasons we attract the best people:

- Full-time, Monday-Friday, with occasional evening and weekend work.
- Environment: stimulating and challenging work environment
- Balance your life: flexible schedule, remote work options, 4 weeks of paid time off, wellness days.
- Health: Medical Group Benefits



- Salary range: \$ \$69,700 - \$94,300, based on experience and qualifications.
- Ongoing training
- Equal opportunities: We believe that all employees have the right to equality, equal opportunity, fair treatment, and an environment free of discrimination.

How to apply

To apply, please send an email to hr@eastersealsbcy.ca with your resume and cover letter before **March 13, 2024**. If you have any questions, don't hesitate to contact us.

Diversity, equity, inclusion, and accessibility are essential to creating a meaningful and vibrant workplace. At Easter Seals BCY, we are committed to building a strong and representative team and encourage applications from members of all communities who are disadvantaged under the BC Human Rights Code. Easter Seals BCY is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.