



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

We are looking for a mid-career fundraising professional or an administrative professional looking to enter the rewarding non-profit sector, to anchor our Philanthropy Department and help us achieve significant revenue growth over the next three-five years. If you enjoy working in a team environment, building relationships, have a commitment to donor stewardship, and thrive in a fast-paced and creative environment, you sound like the perfect fit to be our next Development Coordinator.

Responsibilities

The Development Coordinator oversees the coordination of all duties related to running the Annual Giving Program, specifically donor processing, CRM management, direct mail, monthly giving, stewardship and cultivation. The coordinator also works closely with other portfolios and departments to ensure best practice is being followed. As an integral part of the team, the Development Coordinator has his/her finger on the pulse of the Philanthropy Department and is vital to the overall success of the program.

- The Annual Giving Program includes:
 - Direct Mail and Special Appeals.
 - Online donations.
 - Special Events.
 - Tribute/In Memoriam giving.
 - Internal Employee/Membership appeals
 - Monthly donors.
- Provides database management support with gift processing functions and tasks in a timely and accurate fashion using fundraising database systems.
- In-office donation processing including transactions, receipts, and acknowledgement.
- Helps realize year-over-year annual gift increases to support overall Philanthropy goals.
- Works with the Marketing Department and external vendor to prepare and produce Direct Mail campaigns (six times per year), including preparing mailing lists, campaign performance tracking and analysis, and post-campaign stewardship.
- Prepares and presents weekly and monthly reporting and analysis of Annual Giving Program activity.
- Serves as an active prospect identifier, targeting prospects for inclusion in gift portfolios, moving annual donors through the donor pyramid, and making creative connections between and among people, events, programs, and their associated circles.
- Ensures all annual and monthly donors are recognized in accordance with the ESBCY donor recognition and stewardship practices.
- Provides support regarding the handling of received donor revenue, financial transactions, fund transfers, criteria, and direction of funds to the ESBCY Finance Dept.
- Updates donor/prospect information into Salesforce CRM system in accordance with established standards for Salesforce usage



- Prepares gift documentation in alignment with ESBCY policies, including gift agreements and terms of reference.
- Ensures sensitive and confidential donor information and transactions are safeguarded.
- Promotes and represents ESBCY to potential donors and the community.
- Working with the Manager, Annual Giving and Marketing team, ensures that each year's suite of annual giving materials, including all appeal emails, website, and online donation pages, thank you letters, and recognition vehicles are aligned with identity standards and ensures that messaging is consistent with the overall brand and marketing strategy for ESBCY.
- Performs other related duties as requires or assigned to support the goals of the ESBCY Engagement and Philanthropy dept.
- Undertakes special projects as assigned.

What you bring

- o Post-secondary degree or equivalent experience in fundraising and or administration.
- o Minimum three years of successful experience in a fund development capacity / administrative office environment.
- o Experience and knowledge of basic accounting and budgeting best practices.
- o Proficiency in CRM platforms (Raisers Edge / Salesforce) to manage donor information.
- o Proficiency in Microsoft Office Suite, including Teams, SharePoint, Excel, Word.
- o Experience working with donors and vendors is preferred.
- o Experience working on Direct Mail and cause-related marketing campaigns is preferred.
- o Knowledge of CRA gift rules and regulations is a definite asset.
- o Detail-oriented, analytical, and organized in managing competing priorities and deadlines.

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:

- o Full-time, Monday-Friday, with occasional evening and weekend work.
- o Environment: stimulating and challenging work environment
- o Balance your life: flexible schedule, remote work options, 3 weeks of paid time off, wellness days.
- o Health: Medical Group Benefits



- 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.