



## About Easter Seals

One in five (22%) Canadians aged 15 years and over has one or more disabilities. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Now in its 77th year, Easter Seals BC/Yukon (ESBCY) 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, Easter Seals 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

Easter Seals BC/Yukon is seeking a Special Events and Sponsorship Officer to play a pivotal role in advancing our mission to inspire communities across BC and the Yukon to support and enable access for individuals with disabilities. As part of our dynamic team, you will be responsible for:

### Responsibilities:

#### Event Execution & Administration

- Lead the execution of our fundraising and community events including: Around the World in Vancouver, Life-Changing, by Design in Victoria, and Drop Zone in 4 cities, as well as our cultivation and stewardship events.
- Direct the identification, approach and solicitation of event sponsors, with the strategic goal of engaging these entities in mutually beneficial partnerships, delivering on exceptional sponsorship experiences.
- Lead and or assist in the preparation of briefing materials, sponsorship decks including advising on sponsorship levels, fulfillment reports, and presentation materials to acquire prospective funders.
- Work closely with our Manager of Talent, Diversity and Inclusion in recruiting, training and managing on-site event volunteers
- Lead or co-lead cross-functional projects as required.
- Ensure accurate and timely tracking and reporting of donations, sponsorships, and recognition of donors.
- Support the development, oversight and growth of our third-party-giving program.

#### Fundraising and Business Development:

- Develop and execute strategies to grow Easter Seals signature events in British Columbia
- Build and manage a personal portfolio of prospects and sponsors, driving results to exceed personal fundraising goals on an annual basis.
- Foster collaboration across the Philanthropy and Engagement team in order to maximize fundraising efforts.
- Develop and implement clearly defined strategies and plans for identifying, cultivating, soliciting, and stewarding sponsors at the \$1000-\$10,000 level.
- Maintain a pipeline of qualified potential partners for significant new funding opportunities that align with ESBCY needs and priorities.
- Build strong relationships with ESBCY volunteers, diverse communities, and organizations to foster collaboration and cohesion.

## What you bring

- A clear passion for ESBCY mission and vision.
- A post-secondary degree combined with a minimum of two years' experience in a non-profit organization in fundraising.
- Proven experience in developing and executing fundraising plans.
- A strong understanding of fundraising best practices and a proven track record securing gifts from donors with the ability to develop pipelines, cultivate, and solicit gifts at the mid-range and major gift (\$1000 – \$10,000) levels.
- Demonstrated success in working with high performing teams to achieve fundraising goals by inspiring, developing, and mentoring volunteers and staff.
- Lead by example and be a detailed-oriented organizer who can mobilize small teams to execute strategy into results.
- Demonstrated ability in handling multiple, complex fundraising initiatives in a fast-paced environment.
- Excellent oral, written, and verbal communications skills.
- Financial acumen and budget planning skills.
- Proficiency with Salesforce and/or Raiser's Edge an asset.

## 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.
- Salary range: \$52,700 – \$70,000, depending on the candidate's level of expertise.
- Environment: stimulating and challenging work environment
- Balance your life: flexible schedule, remote work options.
- 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.

*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.*