

Associate, Fund Development – Lower Mainland

Status: Full-Time

Location: Burnaby, BC

*Are you an influential communicator? Someone who enjoys building lasting relationships?
Seeking to make a difference in the not-for-profit world and in people's lives? Do you
want to work for an amazing cause at a successful national charity?*

If so, we'd love to hear from you!

About Us:

Cystic Fibrosis Canada (CFC) is a national charitable not-for-profit corporation established in 1960, and is one of the world's top three charitable organizations committed to finding a cure for cystic fibrosis (CF). As an internationally recognized leader in funding innovation and clinical care, we invest more in life-saving CF research and care than any other non-governmental agency in Canada.

Overview:

As the Fund Development Associate you will be responsible for the planning, coordination, execution and evaluation of Chapter fundraising events and development activities in the Lower Mainland, based out of our Burnaby office. In this role you will assist volunteers with all fundraising activities, sponsor relations, recruitment, and participation and event logistics for all events or initiatives in the region. You will report directly to the Regional Executive Director – BC and Yukon

Qualifications & Skills:

- Experience in supporting/coordinating volunteers;
- Experience in fund development in a non-profit setting;
- Highly motivated, self-starter;
- Strong relationship building skills;
- Excellent oral and written communication skills;
- Confident with public speaking;
- Strong administration and computer skills;
- Valid driver's license and vehicle required;
- Ability to work evenings and weekends, when required.

Responsibilities:

- Work in partnership with volunteers to coordinate Chapter fundraising, volunteer recognition and special events;
- Solicit and cultivate relationships with new partners, donors and sponsors locally;
- Work alongside committee Chairs and co-facilitate various event related committees;
- Work with the Regional Executive Director on stewardship and cultivation of donors and sponsors;
- Ensure seamless transition between fundraising events and stewardship activities;
- Assist in maintaining and developing new Third Party (Community) Events, coordinating fundraisers/special events smoothly, effectively and efficiently to generate maximum revenue and exposure;
- Produce communications, media and networking activities, and the development of new opportunities to build community awareness;
- Develop volunteer and peer to peer relationships;
- Provide volunteer management and recognition for events as required;
- Recruit volunteer committees as required;
- Ensure donor information, event invitation and participant lists are entered and maintained in record-keeping systems and databases; and
- Develop and build relationships with National Partners.

How to Apply:

Please submit your resume and cover letter to hr@cysticfibrosis.ca. Please indicate **“Associate, Fund Development – Lower Mainland”** in your subject line, and include your salary expectations.

*Note: All job postings will be open a minimum 5 business days from the date of posting.

While, we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Cystic Fibrosis Canada is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request.

For additional information on our values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.