



4-H BC FUND DEVELOPMENT OFFICER

4-H BC Provincial Office, Vernon, B.C.
35 hours per week

Overview

Reporting to the 4-H BC Manager, the Fund Development Officer works in close collaboration with 4-H BC staff, the 4-H BC Foundation, 4-H volunteers, and BC Ministry of Agriculture Youth Development staff. The Fund Development Officer is responsible for the development, implementation and management of fund development campaigns, building and maintaining sponsor relationships, aligned with the current and long term goals of 4-H BC and the 4-H BC Foundation.

Main Responsibilities

1. Work with the 4-H BC Manager to develop an annual Fund Development Plan which will include corporate sponsorships, donations, grants, and fundraising initiatives.
2. Manage the delivery of 4-H BC Fund Development Plan, review and adapt as necessary, monitoring and reporting results.
3. Chair the 4-H BC Fund Development Committee.
4. Work with the 4-H BC Foundation to grow foundation funds through direct donations, estate planning programs, and fundraising campaigns.
5. Research grants and draft grant applications in consultation with program delivery staff.
6. Manage existing and cultivate new sponsor relationships and partnership opportunities for campaigns, programs and initiatives.
7. Develop programs to maintain ongoing sponsor support and recognition.
8. Create increased awareness of the 4-H BC Foundation both inside and outside of the 4-H community.
9. Oversee the preparation of tax receipts and ensure communication and follow-up of CRA protocols are completed.
10. Complete other duties as assigned by the 4-H BC Manager.

Qualifications

Our ideal candidate has completed relevant courses in business, communication and fundraising, with a minimum of four years fund fundraising experience, preferably in fund development within the non-profit sector.

Skills and abilities

- Exceptional interpersonal skills: collaborative, respectful, positive, and welcoming approach.
- Strong communicator with excellent written, oral, presentation and professional telephone skills.
- Sound ability to problem solve using an informed decision making process, and applying critical thinking.
- Be a self-starter able to provide leadership to, and collaborate with others, in a team environment.
- Creative and results-oriented, organized and flexible.
- Strong typing and computer skills, competent with Microsoft Office Suite, Adobe, and database programs.
- Skilled at multi-tasking, prioritizing work with multiple projects and meeting deadlines.
- Knowledge of the 4-H BC program is an asset.

The Fund Development Officer position is a 35 hour work week, Monday to Friday, with some evening and weekend work. The current salary range is \$20.00-\$23.00 per hour depending on skills and experience. A clear Criminal Record Search is required and a job performance evaluation will be conducted during the three month probation period.

Please email a covering letter and resume to gayle@hadfieldhr.com by June 3rd, 2017, with 4-H BC in the subject line.

Compensation will be commensurate with experience and skills. We will contact shortlisted candidates the week of June 5, and interviews for selected candidates will be held June 22-23. We appreciate your interest in 4-H BC.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.