

Development Officer, Third Party Events

At Victoria Hospice, we're very proud of our terrific team. It takes a special kind of person to work in hospice palliative care. For nearly 40 years we've been providing comfort when there is no cure. If you are interested in a rewarding career that makes a real difference in people's lives every day, look no further.

Job Summary

The Development Officer, Third Party Events is an integral part of Victoria Hospice's fundraising team. This position supports Victoria Hospice's existing and new Third Party Event organizers, helps develop new Third Party events and other peer-to-peer fundraising initiatives, assists in the execution of Victoria Hospice's signature events, and supports the fundraising team with social media communications support, and online fundraising tool management. The successful candidate is energetic, enthusiastic, self-motivated and detail oriented with exceptional interpersonal skills and genuine interest in Victoria Hospice's mission.

This full-time, permanent position (37.5 hours/week) reports to the Director of Fund Development, and works closely with the Senior Development Officer, Community Relations and Events on all aspects of Victoria Hospice events.

Specific Responsibilities:

- Support new and existing third party special event organizers, assisting with event execution where required
- Support the development of new third party events and other peer-to-peer fundraising initiatives
- Assist Senior Development Officer, Community Relations and Events with Victoria Hospice signature events as required
- Oversee and expand support materials available for special event organizers including brochures, information guides, display materials, and online fundraising software
- Represent Victoria Hospice in the community, including speaking opportunities at events, to local service clubs, etc.
- Recruit and supervise volunteers in coordination with the Manager, Volunteer Services & Community Engagement
- Prepare and monitor event reports and budgets as required
- Track and reconcile events fund and expenses
- Manage and update third party event and peer-to-peer fundraising pages on the Victoria Hospice website
- Work with Fund Development team to ensure appropriate donor recognition
- Develop event promotion and publicity programs with the communications department
- Assist with stewardship events including donor recognition events and friend raisers

- Create and manage social media content for third party events, Victoria Hospice events, and peer-to-peer fundraising initiatives as required
- Write articles for Hospice newsletter and e-newsletter
- Receive and expedite donations as required
- Ensure that Raiser's Edge and other database systems are properly maintained so that interactions with event participants, sponsors and volunteers are recorded
- Additional duties as required

Education and Experience

- Post-secondary education in related field or equivalent training
- Minimum two years related fundraising experience and/or special events management
- Experience working in the non-profit sector with familiarity of CRA tax-receipting rules an asset
- Demonstrated ability to successfully plan, organize and manage special events
- Excellent communications and relationship skills
- Ability to work effectively in a team and adhere to donor privacy and confidentiality
- Advanced computer literacy including Word, Excel, PowerPoint, Raiser's Edge, Adobe Illustrator, and website management
- Fluent in social media, including Facebook, Twitter, and Instagram
- Strong administrative, organizational and time management skills
- Ability to work in a fast-paced environment and meet deadlines
- Initiative, drive, enthusiasm and a genuine interest in the Hospice mission
- Ability to work flexible hours; evening and weekend work is required
- Ability to lift and move loads up to 40 pounds
- Valid Class 5 BC Driver's License
- Use of own vehicle is required

The ideal candidate will have a minimum of two years' experience in fundraising and/or special events and a post-secondary education in a related field or equivalent training. Strong administrative, organizational, communication (both written and oral), and time-management skills are required. Social media savvy and excellent computer skills also strongly desired.

Qualified applicants are invited to submit your cover letter and resume to the Senior Development Officer, Community Relations and Events (Wendy Innes) at wendy.innes@victoriahospice.org. The application deadline is Wednesday, February 12, 2020.

For more information about Victoria Hospice Society, please visit our website at: <http://www.victoriahospice.org>