



BCCDC Foundation *for* Public Health

Title: Development Coordinator

Are you passionate about health equity?

Do you want to make an impact toward ending the overdose crisis?

Are you looking for an opportunity to support communities through the pandemic and as we recover?

We invite you to join our growing fundraising team where you can support this vital work—and more.

We are looking for a **Development Coordinator** to support our burgeoning fundraising activities and build on our momentum. We are currently poised to undertake broader public health work that will help BC advance the health of our communities. It is becoming increasingly clear that we need strong public health programs, research, services, leadership, and advocacy for community health and societal wellbeing, and even more clear that **public health investment is a prerequisite for positive health**.

Our approach to fundraising is **collaborative, grounded in social justice, and responsive to community need**. We are hiring for two new positions to join our Director of Development as we continue to build a strong foundation for the organization and address health inequities. The ideal candidate loves creating and implementing systems and process improvements, managing data, digital fundraising, and communicating with donors and the public. This role is integral to our fundraising, stewardship, and growth. Bring your creativity and systems thinking to our mighty team.

Position Summary:

The BCCDC Foundation is seeking a **full-time Development Coordinator** to work with the Director of Development and Senior Development Officer to execute and enhance fund development strategies and systems that support:

- The strategic plan and priorities of the BCCDC Foundation;
- Organizational and financial growth and sustainability;
- Consistent achievement of the mission, vision, and mandate of the BCCDC Foundation;
- Continued successful growth of the Foundation's reputation, influence, and impact as a public health charity.

Duties and Responsibilities:

- Donor relations: issue tax receipts, prepare donor acknowledgment letters, tribute giving materials; communicate with donors by phone and email;
- Database administration and management in the DonorPerfect database: process donations; ensure data integrity; update donor and prospective donor contact information; create reports and analyze fundraising results;
- Support stewardship initiatives: special donor mailings; digital communications and newsletters;
- Use and optimize opportunities with Grant Advance and iWave research programs;
- Direct response program support: logistics, list generation, and analytics;

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- Manage and grow monthly giving and mid-level giving programs;
- Collaborate with the Communications Department on fundraising communications and plans, stewardship, and Direct Response program;
- Event support: logistical support for donor events, community events, and other donor engagement activities, including preparing invitations and follow up materials;
- Collaborate with the Operations and Finance team;
- Support Communications Department, as needed;
- Research and identify potential donors; assist with briefings;
- Scheduling and administrative support for external meetings and planning;
- Prepare regular reports for senior staff as required;
- Other duties, as required.

Requirements:

- Proven experience in donor relations, fundraising, member services, or client-facing roles;
- Demonstrated communications/marketing experience;
- Experience in public health, a health-related field and/or social justice an asset;
- Strong relationships building skills with an ability to develop a positive rapport with a diverse range of individuals;
- Sound computer skills and experience with DonorPerfect, other CRMs, Microsoft Office applications; research tools such as iWave and Grant Advance; Mailchimp, Adobe, and Canva would be highly desirable;
- Commitment to the vision, mission, values, and priorities of the BCCDC Foundation, as well as the Association of Fundraising Professionals Code of Ethical Standards;
- Ability to efficiently organize and manage diverse projects while meeting multiple deadlines, along with thorough attention to all details and consistent follow through;
- Ability to work flexible hours on occasion, based on predictable activities like early meetings and late events;
- Highly collaborative team member who enjoys working with a large variety of stakeholders.

Attributes:

- Driven and perseverant. Undaunted by challenges, and approaches opportunities with an open and positive mindset. Self-motivated and tenacious.
- Adaptable. Smart and clever with flexible thinking and a creative outlook. Able to deal with the unexpected. Models and enables creative thinking, curiosity, and innovation to create new solutions. An excellent problem-solver.
- Collaborative. A true team player without ego or pretension, yet confident in their abilities and expertise. Cultivates strong and trusting relationships. Values good and open communication. Fosters respect, authenticity, emotional intelligence, responsibility, and accountability.
- Mission-aligned and dedicated. Holds genuine excitement for the Foundation's mission and is willing to immerse themselves in public health, the social determinants of health, and harm reduction. Socially and politically progressive and open minded. Passionate and caring.

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Committed to equity, diversity and inclusion. Committed to social justice, anti-racism, and anti-Indigenous racism.

This role is based in the Lower Mainland. Our team is participating in hybrid in-office and remote work and will continue to do so for the foreseeable future. We value in-person collaboration opportunities and also support all employees in creating remote work schedules that work best for them and the organization. Therefore, you must be able to successfully and comfortably manage time, tasks, and work functions via remote work.

We value a diverse team. Applications are strongly encouraged from all qualified individuals regardless of disability, culture, ethnicity, race, sexual orientation, gender identity and expression, nation of origin, age, or religion. The BCCDC Foundation's work focuses on addressing health inequities; as such our fundraising practices and program areas are developed through a lens of equity, diversity, and inclusion, anti-oppression and Reconciliation.

Salary details: \$50,000-\$55,000 commensurate with experience

Application deadline: February 12, 2022

Please email cover letter and resume to info@bccdcfoundation.org

We would like to thank all applicants, however only those selected for an interview will be contacted.

About Us

The **BCCDC Foundation for Population and Public Health** (The Foundation) works in partnership with the BC Centre for Disease Control (BCCDC), and other stakeholders to improve public health outcomes. The Foundation puts healthy humans at the centre of health planning and funding. The only Foundation of its kind in Canada, the Foundation and its partners are building the model for public health that can be emulated across the country, and are best positioned to do so.

The BCCDC Foundation has been in a growth phase for the last several years. By working on key health promotion, prevention, and equity initiatives, our goal is to positively shift the health of our population and reduce the burden of disease and injury. Our priorities are: reducing harms; addressing threats; and emerging areas. For instance, with the COVID-19 pandemic, we have been able to support pandemic response efforts and are positioned to continue this work to enhance our public health system in BC to prepare for and respond to future emerging threats. Another example is our work to address the overdose crisis—a public health emergency declared in 2016 and increasingly getting worse as the drug supply becomes more toxic and the pandemic has pushed more people into isolation.

We have funded more than 100 projects since our inception. For stories on our work, please visit: <https://bccdcfoundation.org/whats-new/blog-posts/>

As the philanthropic partner of the BCCDC, the Foundation operates as a tax-exempt charity with its own Board and administration; as such, it is an arm's length organization that supports public health

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broadly. The Foundation is modelled in a way that we support public health and the BCCDC in unique ways through fundraising, grants and awards, communications, knowledge translation, as well as public education and awareness. By bringing these aspects to the excellent work of the BCCDC and the public health system, we provide a value-add for BC. This is an exciting time to be working in public health. Join us in securing more private funding at a pivotal time for the province and beyond.

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