

My Sea to Sky - Fundraising Coordinator

About My Sea to Sky:

My Sea to Sky is a people-powered environmental organization that was founded in 2014 to inspire and empower British Columbians to safeguard the spectacular natural legacy of Howe Sound.

We organize educational events; coordinate research; build partnerships and respectful relationships; lift up First Nations voices and culture; and facilitate public engagement with our municipal, provincial, and federal governments.

We aim to inspire our community to become activists, and make it as simple as possible for people to take action at critical moments.

Join our team of passionate changemakers.

Job Description:

The goal of this 8-week project is to help develop My Sea to Sky's fundraising capacity. Your role will be to review possible funding sources, maintain donor relations, write grant applications, and help to plan and implement an online fundraising campaign.

This position reports directly to the Executive Director (ED) of My Sea to Sky.

Responsibilities:

Grant Coordination

- Research and qualify new funding sources (including foundations, corporate donations, government funding and others)
- Compile an excel spreadsheet to manage application and reporting deadlines.
- Assist in writing letters of inquiry and arrange meetings with possible funders.
- Write funding proposals.

Maintain Donor Relationships

- Help to coordinate thank you activities such as cards and phone calls.
- Work with the ED to compile a list of prospective donors, and help to coordinate the fundraising committee to cultivate these donors.

Fundraising

- Organize meetings to help coordinate the fundraising committee.
- Monitor, support, motivate and accredit fundraising committee volunteers and their work.

- Follow-up after fundraising activity to assess how it went and gather any feedback that would be helpful to the Organization.
- Plan and implement an online fundraising campaign.
- Develop a corporate sponsorship package.

Management

- Work within NationBuilder to maintain records of potential donors.
- Work within NationBuilder to log contact with potential donors and develop paths of engagement.
- Manage any associated budget or expenditures.
- Attend meetings as required.
- Manage any grievances that arise to resolve conflict.
- Use time tracking software (Toggl) to keep track of your hours and specific tasks.

Required skills & attributes:

- Relevant education and/or experience in fundraising, business administration, or equivalent.
- Able to work autonomously on a range of varied tasks and projects, and take the initiative doing whatever it takes to get the job done.
- Experience with databases.
- A flair for organizing and attention to detail.
- Experience coordinating teams and working as part of a team.
- Excellent communication skills (written, verbal, listening).
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Ability to deal with information in a confidential manner and respond with sensitivity.
- Computer literate (websites, e-communications, Skype, Google docs, Word, Excel)
- Passionate about the environment and social change.
- Friendly, self-motivated, patient, confident, and professional.
- Organized, creative, and resourceful.
- Ability to build strong, collaborative relationships.
- Willingness to learn through reflection, evaluation, and by giving and receiving feedback.

Helpful but not required:

Experience using NationBuilder or similar software platforms

Position requires your own:

- Computer
- Internet
- Cell phone

Location:

Based in Squamish, working from home

Hours:

35 hours per week for 8 weeks, between June 1st and August 16th 2019

Flexible on days & hours (will require some work on weekends)

Compensation:

\$18.00/hour plus benefits

Candidate eligibility:

Funding for this position is provided by the Canada Summer Jobs program. Candidates must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- legally entitled to work according to the relevant provincial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Application process:

At My Sea to Sky we know our capacity to win is increased when our team has a diversity of backgrounds and experience. We encourage applicants from a diversity of genders, cultures, languages, and experiences to apply.

To apply, please submit a brief CV (no more than 2 pages) documenting your experience and qualifications relevant to this role; and a brief letter detailing how you meet the qualities we are looking for and why you would be the best person for this role (no more than 2 pages).

Submit your CV and letter to: info@myseatosky.org

Please apply by 5.00pm, Friday 23rd May 2019.