



Senior Development Officer

Full Time. Permanent position.

Location: Squamish, BC

Closing Date: Open until position filled.

Position posted on: March 6, 2024

Start date: March 2024

Salary: \$95,000 to \$105,000

Work Hours: 35hr/week Monday-Friday, with flexibility to work outside these hours as required.

About SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations.

SSCS focuses on enhancing the lives of residents at every age and stage of life, providing over 40 high quality social service programs that strengthen individuals and build healthier communities throughout the Sea to Sky corridor. The organization is core funded by the province of British Columbia and supported by donations, foundation and government grants, sponsorships, and other partnerships. Sea to Sky Community Services Society is a British Columbia non-profit and a registered charitable organization.

Contribution:

Sea to Sky Community Services is building a new affordable housing project on Harrow Road in Pemberton BC. The ground floor of this building will provide space for programs that serve the community. We are embarking on a Capital Campaign with the goal of raising \$8-10 million in order to create a welcoming and inclusive space for integrated program delivery.

Reporting to the Director of Revenue Development and working closely with the SSCS team, board, campaign cabinet and consultants, the Senior Development Officer is responsible for:

- Planning the cultivation, education, solicitation, and recognition of major and planned gifts.
- Connecting with major and planned donors and prospects, including individuals, corporations, and foundations on a daily basis.

Initially focused on the Harrow Road Capital Campaign in 2024 and 2025, this position will progress to focus on major gifts and gift planning work for SSCS on an ongoing basis.

The work of this new position is to support SSCS in achieving its vision and mission with accountability for establishing a strong major gifts and gift planning program, both for capital as well as ongoing initiatives.

Duties and Responsibilities:

1. Planning: Works with the Campaign Advisory Team (Board, Executive Director, Director, Development & External Relations, consultants) to:

- a. Identify and recruit the strongest Campaign Cabinet possible.
 - b. Determine and help in the enlistment of the most effective Campaign chairperson(s) possible.
 - c. Prepare Job Descriptions for all campaign volunteers at all levels.
 - d. Develop the necessary collateral campaign material: case for support, pledge cards, Letters of Intent, and all other material necessary for the solicitation program.
 - e. Develop the campaign plan, organization, and structure with the best design possible for effective one-on-one solicitation.
 - f. Create and recommend an appropriate donor recognition program.
 - g. Determine the proper strategy and design a time-phased plan which will evolve into a campaign calendar.
2. Implementation: Works with the Campaign Cabinet to implement the campaign plan and successfully fund the Harrow Road project, including:
- a. Provide information, training and support to volunteers.
 - b. Engage in identification, cultivation, solicitation and stewarding of donors.
 - c. Monitor on a regular basis the progress and status of the campaign program to assure effectiveness and schedule maintenance.
 - d. Coordinate the effort and energy of all campaign participants.
 - e. Maintain the day-to-day administration of the campaign activities which includes scheduling cabinet meetings, preparing agendas and information, making minutes and other duties.
 - f. Coordinate follow up with donors and action items.
 - g. Respond to inquiries from donors.
 - h. Prepare solicitation letters and materials.
 - i. Work with the Communications and Marketing Team to ensure promotion of the campaign and events in the media and social channels.
3. Events Planning: Plans and coordinates campaign events, including donor cultivation events, presentations, and public outreach. This includes securing venues and catering, guests lists, invitations, information packages, event follow up etc.
4. Budget: Prepares and monitors Campaign Budget.
5. Documentation: Maintains a Campaign Notebook that documents all activities of the campaign and all material.
6. Reporting: Reports on a weekly basis all activities of the campaign - its progress, standards of giving, and schedule status. Provides a comprehensive Final Report which capitalizes the key elements of the campaign and advises on necessary steps for continuing work and follow-up.

A Key component of this position will include working with the Senior Manager of Communications and Engagement to:

1. Explore and recommend marketing strategies and materials targeted to prospective donors using a variety of marketing tools.
2. Contribute to the creation of regular major and planned giving features in SSCS publications, website and social channels.
3. Assist in the implementation of SSCS Donor Stewardship programs.
4. Develop all communication materials for information and cultivation of major and gift planning projects.
5. Search for significant grant sources and prepare all necessary proposals.
6. Evaluate and segment the prospect list so that the levels of giving are appropriately placed.

Job Skills and Abilities:

1. Represents SSCS in the community by participating in any and all appropriate civic organizations, social events, community and SSCS functions, etc.
2. Maintains membership and provides leadership in appropriate philanthropic associations including the Association of Fundraising Professionals and the Canadian Association of Gift Planners.
3. Maintains up to date knowledge and expertise in all aspects of planned giving and philanthropy.
4. Maintains a high degree of motivation and superior work ethic consistent with the mission and values of SSCS.
5. Ability to identify, recruit, train and work closely with major and planned gift volunteers in various campaign efforts.
6. Ability to deal effectively with donors, volunteers, staff and the general public in a professional and courteous manner.
7. Ability to organize workload, set priorities and manage multiple tasks.
8. Ability to work independently.
9. Ability to meet deadlines despite constant interruptions.
10. Good working knowledge of basic budgeting principles and procedures.
11. Bondable and agreeable to a security check.
12. Excellent organizational skills.
13. Excellent written and verbal communication skills.
14. Experience and skill at public speaking.
15. Flexible, outgoing team player, adapts quickly to rapidly changing priorities, interacts effectively with a variety of personalities.
16. Good attention to detail, thorough and accurate.
17. Knowledge of Canada Revenue Agency, Federal and Provincial laws as they apply to charitable work.
18. Knowledge of professional and ethical standards for fundraising executives through membership in the Association of Fundraising Professionals.

19. Must possess a valid B.C. driver's license.
20. Proficiency in the software programs used by Sea to Sky Community Services, including Microsoft Office and donation management software.
21. Will be familiar with and adhere to all SSCS policies.
22. With financial support of the SSCS, remains current in advances in the development field.

Education and Experience:

1. Minimum 3-5 years of relevant and direct major gift and gift planning experience
2. Demonstrated success in major gift work with gifts of \$100,000 +
3. An undergraduate degree in Marketing and Communications, Public Relations, Non-Profit Management or similar.
4. Work or volunteer experience in an organization related to social services.
5. Participation in seminars or course work in fundraising with emphasis on major and planned gifts.
6. CFRE designation is desirable.

Behavioural Expectations:

1. Support the mission, vision, and values of the organization.
2. Treat others and their ideas with respect and dignity.
3. Set a good example for others.
4. Be an active coach for everyone in the organization.
5. Maintain the highest standards of honesty, integrity and communication.
6. Insist on excellence and be accountable to one another.
7. Build group cohesiveness and pride through teamwork.
8. Demonstrate confidence in Sea to Sky Community Services and its workforce.
9. Value and promote creativity and the change process.
10. Be a good communicator and listener; be available and visible.
11. Develop yourself to your highest potential.

Requirements for Employment:

- All successful applicants must pass the vulnerable sector Criminal Record Check applicable to Provincial guidelines
- Signed Confidentiality and Employee Agreement form.
- Approved reference checks
- Portfolio – examples of writing and promotional material.
- Proof of full vaccination against Covid-19.

Vacation & Leave: Employees will accumulate 6% vacation pay on all hours worked. This equates to a vacation accrual of 15 days or 3 weeks' vacation per year.

Health and Wellness Benefits: After completion of the probationary period, employees will be eligible to enroll in an extended benefits program that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. The premiums of the plan are 100% employer paid.

Retirement Pension: After 6 months, the successful candidate will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, paid sick days, on-site parking, Employee and Family Assistance Plan, and more.

Apply today: If you are interested in applying for this opportunity, send a cover letter detailing how you are the best and your CV to jobs@sscs.ca

While we thank all candidates who wish to apply, only those selected for an interview will be contacted.