



Annual Giving & Digital Content Officer

Location: Squamish

Position posted on: April 26, 2022

Start date: Flexible, ASAP preferred

Compensation: \$28/hour

Hours of Work: Full-time, 35 hours a week

Position closing date: Until filled

Nature of position: 1-year contract

ABOUT SSCS:

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

We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, child care, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families.

ABOUT THE ROLE:

We're seeking an Annual Giving & Digital Content Officer to join our Development team, reporting directly to the Director of Revenue Development. The Officer is an experienced communicator, a natural storyteller, and an exceptional relationship builder with a background in fundraising and non-profit. They are a key contributor to our public and donor-facing communications. The Officer builds relationships with funders, elevates and refines our digital presence, and ultimately raises SSCS's profile in the community to enhance and fund our growth.

Qualifications:

- Post-secondary degree or diploma in a related field (eg: Communications, Marketing, Business Administration)
- 2 years related experience in a development office environment or non-profit setting
- 1 year experience supporting fundraising activities and donor cultivation/recognition events
- 1 year experience in social media marketing and demonstrated ability to write in a brand voice
- Working knowledge of principles and techniques relevant to major gift fundraising and stewardship

- Proven fundraising success is an asset

Job Skills and Abilities:

- Confident and persuasive communicator: ability to build rapport with individuals, organizations, and other prospective partners while asking for donations across various channels.
- Clear, precise, and effective written, oral, and presentation/public speaking skills.
- Excellent organizational and time management skills, strong ability to meet deadlines and manage competing priorities.
- Working experience in MS Office, MailChimp, Canva, Wordpress, presentation software, client management systems (eg: CanadaHelps DMS, Salesforce)
- Experience using donor databases and prospect tracking systems.
- Aptitude for digital communications platforms and/or willingness to learn.
- Demonstrated ability to foster and maintain positive relations with broad range of stakeholders.
- Sound decision-making skills and high emotional intelligence to manage donor experiences and perceptions.
- Collegial, collaborative team player. Approaches work with curiosity and an open mind.

The Annual Giving & Digital Content Officer:

- works closely with the Director of Revenue Development to execute the Annual Giving fundraising strategy.
- manages and implements stewardship activities for annual giving donors, including gift acknowledgment, donor newsletters, and impact reporting and event invitations.
- writes, designs, produces, and distributes communications material including, but not limited to, donor correspondence, newsletter articles, web content, brochures, marketing materials, photography, and videos to promote philanthropic programs and agency initiatives.
- works closely with the Finance Team to ensure timely acknowledgement of donations and receipt issuing.
- is the primary point of contact for the Development and Communications teams to create, design and implement an annual fund communication plan that is integrated with the SSCS's general communication plan.
- sets and tracks performance benchmarks and targets and assess and report on the effectiveness of annual fund and brand communication strategies.
- monitors social media and SSCS's online presence and ensure social channels are fed and updated regularly according to strategic objectives by working closely with the Communications team and providing appropriate content.

Requirements:

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.
4. Proof of full vaccination against Covid-19.
5. Ability to occasionally work on evenings and weekends.
6. Ability to occasionally travel throughout the Sea to Sky Corridor.

Benefits and Perks:

Healthcare: We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% employer-paid.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. For full-time staff, this equals 15 days of holidays (3 weeks/year). After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, a full-time employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, flexible hours, paid sick days, and more.

Compensation: \$28/hour

Apply today at: jobs@sscs.ca