



<p>Position: Development Officer Department: Development & Communications Reports to: Director of Development & Communications</p>

Summary:

JFS seeks a dynamic, and experienced fundraiser to join our hard-working and talented team. Reporting to the Director of Development & Communications, this new position will take the lead in donor relations and stewardship, tribute giving, events and corporate relations. The right candidate will also help the Programs and Development team with marketing and promotional support events while overseeing the Development department administration with the managing Director. As a member of the team you will be integral in helping meet the strategic and financial goals set out every fiscal year.

JFS:

Jewish Family Services has been enhancing the quality of life for individuals and families in the Lower Mainland for 82 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland.

Duties and Responsibilities:

- Manage tribute gifts, third-party, JFS fundraising events and corporate portfolios
- JFS event sponsor liaison and benefits manager
- Lead for donor relations and donor calls
- Coordinate and execute stewardship initiatives and events
- Back-up support to the Database Administrator on data management and maintenance
- Update the website and social media platforms
- Prepare marketing materials to promote Program workshops/events
- Work with internal staff and external stakeholders including volunteer coordination
- Responsible for Development Team admin details: invoicing, coding, meeting set up, minutes
- Supports Director of Development on project work
- Performs other related duties as assigned/required

Requirements and Qualifications:

- Undergraduate degree or certificate in Fundraising, Marketing, Communications or a related discipline; or equivalent training and experience
- Minimum three years of experience in fundraising, relationship management, campaign marketing
- Works with integrity and accountability
- Exceptional time management, multi-tasking and project management skills
- Highly organized and calm under pressure
- Great communicator, oral and written



- Strong problem-solver; analytical
- Team player, yet comfortable working independently
- Diplomatic and professional
- Flexible, adaptable, creative
- Strong experience with fundraising software, social media, MS Office, InDesign and WordPress or other like design/web platforms
- Good sense of fundraising/sales and marketing
- Understanding of fundraising for health, social services and familiarity with Jewish traditions and culture an asset

Compensation:

This is a full-time (35 hours per week, Monday to Friday) position. As this position supports the Development team, some departmental and marketing functions/activities occur outside of normal business hours, occasional evening and weekend work will be required. Salary is commensurate with experience.

To Apply:

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Development Officer" to Rachel Shanken, Director of Administration at rshanken@jfsvancouver.ca by February 10, 2020. Please note that only qualified candidates considered for an interview will be contacted.