



DEVELOPMENT OFFICER, ANNUAL PROGRAMS

Position Summary

JFS seeks a full-time, dynamic self-starter to join our talented Development Team at an exciting growth period for the organization. The Development Officer will be responsible for departmental fundraising campaigns, the monthly giving program and donor relations and stewardship.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the Director of Development & Communications, the Development Officer is responsible for:

Direct Mail Campaigns

- Leading the planning, production, execution and reporting of two annual direct mail campaigns and any other fundraising campaigns that arise
- Working directly with vendors on quotes and production
- Writing, creating, and editing letters and multi-channel communication ie. Website, social print etc
- Overseeing the campaign list pulls and segmentation for annual giving segments
- Managing the development and execution of the thank you call campaign
- Supporting coding and stewardship activities as required
- Working with key community stakeholders regarding the campaigns, as needed for input and launch
- Providing regular reports and analysis for direct mail campaigns

Monthly Giving

- Leading the planning of the monthly donor program annually
- Leading for all monthly donors and stewardship
- Responsible for keeping RE records and payment details up to date
- Responsible for campaign list pulls, reporting and campaign analytics
- Lead for developing growth plans on an annual basis



Bequest and Endowment Program

- Lead the all Bequest and Endowment inquiries
- Working with the managing Director on formalizing bequest and endowment program
- Supporting the growth of this area with managing Director

Donor Relations and Stewardship

- Taking donor calls and inquiries
- Backing up for incoming and outgoing mail and Development email account
- Supporting manager, CEO and fundraising Committees with keeping donor activity updated in
- Lead for regular thank you calls and manage the stewardship and recognition plan for donors, working closely with the team

Administrative

- Keep account files up to date in Sharepoint and appropriate departmental databases
- Support other duties as required

Requirements and Qualifications

- Self-Starter: takes initiative with clear understanding of expectations and responsibilities
- Strong customer service skills and solid understanding of donor-centricity
- Superior organizational and time management skills; works well under tight deadlines; strong attention to detail
- Project management experience, an asset
- Critical thinking and analytics skills essential
- Able to work in a team or independently and can demonstrate ability to exercise sound judgment
- Able to work in an open-space, team environment
- Must possess a solid understanding of privacy and confidentiality
- Able to work a flexible schedule which may include some evening and weekend work
- Minimum 3 years' work experience in event management, direct mail and annual fundraising
- Fundraising courses, a professional designation or certificate an asset
- Experience with MS Office (Excel, Word, Outlook) required
- Experience with Microsoft Office, Indesign and MailChimp an asset
- Knowledge of Raisers Edge or like CRM software essential
- Knowledge of supporting backend online fundraising or like software an asset

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.



Start Date

February 2022

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 Operations at jobs@jfsvancouver.ca by January 17, 2022. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.