



JOB POSTING - FUNDRAISING COORDINATOR

Join the Environmental Youth Alliance team!

ABOUT THE ORGANIZATION

The Environmental Youth Alliance (EYA) engages and empowers youth to create meaningful, positive change for our community and environmental health. Our programs cultivate transformative nature experiences for youth in urban spaces to foster community connectedness, build ecological leadership skills, and enhance well-being. We believe the magic and wonder of nature can nurture life-long environmental values and inspire environmental stewardship. To find out more please go to www.eya.ca

Fundraising at EYA

Our goal is to diversify and grow EYA's revenue to improve financial resilience and ensure the organization has the reputation, support, and financial resources to implement its sustainability initiatives and youth programs. Specifically, we are working to expand existing grant revenue while also increasing revenue from new individual and corporate giving programs.

ROLE OVERVIEW

Job title:	Fundraising Coordinator
Employment terms:	30 hours/week from February 1, 2018 to July 31, 2018, with possibility for extension.
Wage:	Starts at \$20.62/hour
Location:	Vancouver, BC
Reports to:	Executive Director

Reporting to the Executive Director, the Fundraising Coordinator is responsible for generating at least \$150,000 per year for EYA youth programs and sustainability initiatives and capacity building projects through effective planning, research, writing, coordination, and stewardship of foundation, corporate, and institutional grants. They will also support the administration of EYA's individual and corporate giving programs to expand the base of support for the organization. The Fundraising Coordinator will work with the Executive Director and the board Fundraising & Communications Committee to ensure a coordinated approach to EYA development activities, and to plan, develop, implement, monitor, and evaluate other strategies to increase financial support of EYA through a variety of fundraising projects and activities.

The Fundraising Coordinator is an exceptional writer, researcher, and relationship-builder. They are skilled at finding and evaluating grant prospects, and can write effective grant proposals.



They are able to build strong relationships and effectively steward funders. They are also highly organized, communicate clearly and effectively, and efficiently manage administrative tasks. We prefer candidates that demonstrate an interest in continuing education and learning. There may be some opportunity for professional development.

Location

This position is based in Vancouver, BC.

Reporting

Reports to the Program Manager, Rewilding and the Executive Director

Eligibility

This position is supported by Canada Green Corp wage subsidy grant. Candidates must be:

- Between age 18-30 (inclusive) at the start of the placement
- Unemployed or underemployed.*
- Canadian citizen, Permanent Resident, or granted refugee status in Canada;
- Not in receipt of Employment Insurance (EI) benefits;
- Able to commit to a full-time job placement;
- Must not have participated in any government-funded youth program within 6 months

*Note: Underemployment exists when employed persons are a) working part-time, or b) working in a field that does not utilize their academic qualification, thus not attaining their full employment level.

KEY ACCOUNTABILITIES

Perform and manage grant prospect research to increase fundraising success:

- Identify & research grants from foundations, government, and corporations using standard grant prospecting resources and creative methods to find additional information
- Find and document connections between grantors and EYA, and highlight information that demonstrates potential match with EYA's mission and programs
- Analyze alignment of grantor priorities and EYA programs & assess funding matches

Plan, research, write, and report on grants to increase fundraising success:

- Develop and maintain annual grant calendar to track application, reporting, and stewardship timelines
- Prepare compelling and effective grant proposals, letters of inquiry, and other solicitation materials; effectively and creatively leverage program components to secure funding
- With program managers, track all grant activities to ensure targets are met
- Produce funder reports in coordination with program managers and accountant

Proactively develop, cultivate, and manage key relationships to grow, strengthen, and expand funder relationships with EYA and, by extension, fundraising success:

- Cultivate relationships with grant prospects and funding organizations



- Create and maintain system to effectively track grantor cultivation and stewardship
- Lead grantor cultivation & stewardship according to EYA procedures, including thank you cards, events, personalized tours, reports, etc.
- Identify new and creative opportunities to cultivate and steward prospects both within EYA and externally

Support annual and monthly giving programs to increase fundraising success:

- With Executive Director & board committee, write annual email appeals to solicit individual donations
- Help track and record annual, monthly, and major individual donations
- Assist with donor stewardship activities, including thank you cards

Other accountabilities

- Attend board fundraising committee meetings as needed
- Assist other fund development activities as requested

QUALIFICATIONS (EDUCATION & EXPERIENCE)

- Undergraduate degree or diploma in fundraising, business, communications, English, professional writing, or equivalent preferred
- Courses in grant writing (or willingness to obtain) preferred
- Experience preparing successful grant proposals, including sound knowledge of the components of an effective proposal - needs statement, outputs, outcomes, etc.
- Knowledge of grant prospects research techniques; ability to evaluate how programs fit funder criteria and build compelling case statement to convey this
- Understanding of grant prospect management and stewardship; able to build strong relationships with funding partners
- Experience working in deadline-driven environments
- Knowledge of basic fundraising techniques and strategies
- Knowledge of environment and youth-related grant opportunities an asset
- A record of accomplishment that demonstrates initiative, creativity, and effectiveness
- Personal values fit with EYA's mission, vision, and organizational culture

COMPETENCIES (SKILLS & ABILITIES)

- Outstanding writing skills; ability to write structured, articulate, and persuasive proposals and email appeals
- Excellent interpersonal & verbal communication skills
- Self-motivated with ability to multi-task, prioritize, and meet tight deadlines; proven time management skills
- Strong analytical abilities; creative, clear thinking
- Demonstrated professionalism, tact, and maturity
- Superior organizational skills, with attention to detail
- Able to efficiently and accurately handle administrative and database work
- Commitment to quality, excellence, and achieving best possible results



- Excellent computer skills with advanced level experience with MS Office applications
- Appreciation for the magic and wonder of nature!

Working Conditions:

- Standard office environment; the EYA office is located within the SpencerCreo Centre, a shared office space for small charities
- Flexible hours; schedule to be agreed upon with supervisor
- Occasional weekend & evening required to support scheduled events & activities
- The position is primarily non-physical
- Works frequently under pressure, with deadlines and shifting priorities that are often not under the employee's control

APPLICATION PROCESS

Submit your resume, a professional writing sample, and a cover letter explaining why you are interested in this opportunity by email to Emily Keller, Executive Director (emily@eya.ca).

Email subject line should read "Fundraising Coordinator application".

Applications will be reviewed on a rolling basis, so candidates are encouraged to apply as soon as possible. The final deadline for applications is January 15, 2018. The anticipated start date is February 1, 2018.

We recognize the importance of employment equity and workplace diversity. We encourage applications from people with disabilities and visible minorities.