



Inspiring Donors | Growing Endowments | Investing in People

SurreyCares Community Foundation is a not-for-profit charitable organization that creates partnerships with donors and not-for-profit organizations and, together, we connect, support, and fund these organizations to uplift the people working and living in the City of Surrey and surrounding communities in British Columbia.

Fund Development, Communications

The Fund Development, Communications positions requires a highly motivated and experienced professional who will be part of a team creating and implementing on all aspects of donor relations, donor tracking, communications, and research to support our fundraising efforts – always with the goal of partnering and giving to those most in need in the City of Surrey. You will play a critical role in helping us achieve our mission of ensuring a robust and sustainable funding base while communicating reliably and clearly to donors and grantees. ***You will be relied upon for your digital design eye and brand awareness through your creative storytelling expertise to engage key stakeholders. Proficiency in donor management software is required (Salesforce) as well as WIX and Canva.***

Responsibilities:

Communications

- Work with the communications committee to implement the strategic plan that engages current and prospective donors and the wider community.
- Work with the fund development committee to create compelling fundraising materials, including appeal letters, newsletters, annual reports, website blogs, and impact statements.
- Author and update communication channels, such as social media, email marketing, and website content, to promote fundraising initiatives and engage with stakeholders.
- Create digital library of stakeholder impact stories.

Donor Relations

- Work to build and maintain strong relationships with existing donors, ensuring timely and personalized communication to enhance donor engagement and retention.
- Identify opportunities for donor stewardship and recognition to cultivate long-term relationships.
- Collaborate with program staff to gather impact stories and updates to share with donors, demonstrating the effectiveness of their contributions.

Donor Tracking

- Implement and manage a comprehensive donor tracking system to ensure accurate and up-to-date records of all donor interactions, contributions, and preferences.
- Analyze donor data to identify trends, patterns, and opportunities for targeting fundraising strategies.
- Prepare regular reports and metrics on donor engagement and fundraising performance to inform decision making.

What SurreyCares Community Foundation offers:

- 20 hours/week Monday to Friday, business hours (evenings and Saturdays required intermittently) @ \$25/hour
- Hybrid, team based with bi-weekly meetings.
- Making a difference in your community!

Who are you?

- Strategic Thinker. Passion for non-profit giving and working collaboratively to achieve operational excellence.
- Bachelor's degree in a related field (non-profit management, communications, or marketing).
- Exceptional writing, communication, and interpersonal skills with the ability to build relationships with internal and external stakeholders at all levels. Attention to detail is important.

- Proficiency in using donor management software, Salesforce, WIX and Canva.
- Team player with a track record of successfully developing donor relations.
- Demonstrated knowledge of community foundations and their impacts.

These Skills and Abilities will help you thrive:

- Passion and talent for visual/graphic design, digital storytelling and creative communications.
- Strong research, analytical and problem-solving skills, with a data-driven approach to decision making coupled with the ability to identify and resolve problems quickly and effectively.
- Demonstrated ability to thrive in a dynamic and rapidly changing environment.
- Strong organizational and time management abilities, with a keen attention to detail.
- Experience working in a not-for-profit foundation and a passion for our mission and vision.

Please submit your resume and cover letter Attn: Fund Development Communications. Please describe your not-for-profit experience in the cover letter as well as your proficiency in website design (WIX), as well as Canva and CRM (SalesForce) and your digital storytelling expertise.

Start date: January 29, 2024

