



# POSTING

## Administrative Assistant - Fund Development

Full-time - 35 hours per week

(8:30am - 4:30pm - Occasional evenings and weekends may be required)

### Fund Development

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As a member of the Fund Development team, the Administrative Assistant - Fund Development will have a key role in supporting and driving fundraising for *Options Community Services*. The Fund Development Administrative Assistant - Fund Development has an opportunity to help build the capacity for a dynamic organization poised for significant expansion of its programs, services and the associated Facilities and Housing projects. Working closely with and leveraging senior leaders, the Administrative Assistant - Fund Development will be responsible for the administrative aspects of (fund) development and will make a significant contribution to meeting the organization's fundraising and housing project goals.

The Administrative Assistant - Fund Development will assist with departmental projects and initiatives such as online giving campaigns, report writing, donor cultivation, meeting and event management, housing project administration and other opportunities for donor engagement including providing secondary administrative support for board related activities. This position reports to the Director of Fund Development and provides support to the Executive Team.

#### KEY DUTIES AND RESPONSIBILITIES

##### Donor Relations and Gift Processing

- Draft donor correspondence, including solicitation and acknowledgment letters, as needed and manage the timely acknowledgement of all contributions
- Compile letters, informational packets, and related materials in response to donor inquiries
- Conduct Prospect Research and recommend effective engagement strategies
- Ensure that gifts are processed and that the department is adhering to organizational guidelines and procedures
- Ensure effective and accurate communication/gift records with the Finance department and with donors
- Manage record-keeping on program activities and achievements for use in reports to stakeholders. Obtain activity reports from program staff, gather relevant statistics, and collect examples of agency's work to inform donor correspondence
- Coordinate appeal mailings, marketing materials and donor stewardship communications

##### Fundraising Database Management

- Maintain the Raiser's Edge database with donor records on a timely basis, to increase fundraising capacity and ensure data integrity

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

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Posted: 10/30/2020

OCS Posting #:A21659

- Prepare a variety of reports including contact, giving history and prospect clearance status using constituency information database
- Liaise with the Finance department, ensuring that the Development department receives proper financial information for grant reports

### **Marketing and Communications**

- Prepare and coordinate marketing materials for distribution. (i.e. copying, filing, media kits, mailing, emailing)
- Collaborate with the Communications Manager and stakeholders in updating the OCS website and social media presence
- Update agency's profiles on various third-party websites
- Provide secondary administrative support for Board policy manual, board related policies, annual report and related functions

### **Additional Responsibilities**

- Support the Development Director in carrying out the regular department duties including support for associated (new) Housing initiatives
- Manage Executive schedules and appointments
- Draft and distribute meeting minutes and agendas
- Other projects as assigned

### **QUALIFICATIONS**

#### **Education, Training, and Experience:**

- Post Secondary Education or equivalent experience required
- Proficient in Microsoft Office including Word, Excel, Outlook and Access
- Familiar with marketing, graphic design and general (product) publishing
- Experience with Raiser's Edge or other fundraising databases required (i.e. Salesforce)
- Strong organization and time management skills
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Strong editing and proofreading skills
- Desire to learn about all aspects of non-profit fundraising and marketing
- Ability to work independently
- Ability to multi-task and solve problems effectively

#### **Job Skills and Abilities:**

##### **Leadership Skills**

- Team first attitude
- Ready and willing to go above and beyond
- Extremely flexible and adaptable
- Positive, collaborative and resourceful

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

\* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

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**CLOSING DATE:**

Resumes will be reviewed starting November 6, 2020 but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:**

Recruitment  
Options Community Services Society

Email: Recruitment@Options.bc.ca

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21659] and outlining your qualifications and related experience for the position.**