



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SUPPORT DOGS

www.bcandalbertaguidedogs.com

Manager of Development – Delta, BC Permanent, Full-Time Position

Background

BC & Alberta Guide Dogs is a registered charity that provides professionally trained Guide Dogs to blind and visually impaired individuals, Autism Support Dogs to children and families with autism in the provinces of British Columbia and Alberta, and PTSD Service Dogs to Veterans and retired RCMP in British Columbia.

We are seeking a talented and experienced individual with proven skills for this key role.

Position Summary

This full-time position combines the specialties of fundraising, communications and public relations.

Reporting to the Director of Development and Communications, the BC Manager of Development is a results-oriented, front-line fundraiser dedicated to the retention and growth of our donor base. Primary responsibilities are to:

- Develop and execute overall fundraising and communication plan strategies within the BC market and in concert with the Alberta Development Manager.
- Provide regular status and fundraising strategy analysis reports.
- Maintain and cultivate existing donor base through research and tailored giving strategies, including foundations, corporations and individuals.
- Develop new fundraising initiatives and revenue sources to complement existing revenue streams.
- Develop and implement Major Giving and Planned Giving fundraising strategies.
- Deliver appropriate and timely donor recognition and stewardship.
- Build awareness through community outreach activities and initiatives.
- Create media opportunities that increase brand awareness of both organizations.
- Provide support to gift processing.
- Maintain accurate and consistent donor activity tracking in the database.
- Provide management and support to special events.

BC Head Office (Vancouver Area)

7061 Ladner Trunk Road
Delta, BC V4K 3N3
Phone: 604.940.4504
Toll-free (Canada): 1.877.940.4504
Fax: 604.940.4506

Alberta

Unit 102, 4-14th Street NW
Calgary, AB T2N 1Z4
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Toll-free (Alberta): 1.877.258.0819

BC Vancouver Island

1027 Pandora Avenue
Victoria, BC V8V 3P6
Phone: 250.413.3095





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Skills & Qualifications

- Completion of post-secondary education in business, marketing or related field.
- Minimum 5 years' experience in fund development.
- Strong interpersonal skills, including written and verbal communication.
- Strong public speaker.
- Strong customer service skills with demonstrated ability to build effective and positive relationships.
- Excellent discretion in dealing with confidential and sensitive matters.
- Able to work independently with a variable workflow while maintaining appropriate priorities and executing timely deliverables.
- Strong attention to detail.
- Strong computer skills: must be proficient with Microsoft Office Suite, including PowerPoint, Word and Excel programs. Must have previous experience with donor database management system.

How to Apply

This is a full-time, in-house position with competitive salary and benefits. (Note: contractors or consultants need not apply).

If you are a team player who is flexible and adaptable, and possess the experience, skills and education outlined above, please email your cover letter and resume by Wednesday April 10th, 2019 to:

Cathy Nidoski
Director, Development and Communications
BC & Alberta Guide Dogs
Email: cathy.nidoski@bcguidedog.com

We thank all applicants, however, only those selected for an interview will be contacted. Shortlisted candidates will be notified by Tuesday April 16th, 2019 . No phone calls please.

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