



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SUPPORT DOGS • PTSD SERVICE DOGS

bcandalbertaguidedogs.com



Serving those who served

A Division of BC Guide Dogs

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 Service Dogs to children and families with autism, and PTSD Service Dogs to Veterans and First Responders in the provinces of British Columbia and Alberta.

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, community outreach and account management.

Reporting to the CEO, 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 plan strategies within the BC market and in concert with the Alberta Development Manager.
- Provide regular status and fundraising strategy analysis reports to the CEO
- 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.
- Deliver appropriate and timely donor recognition and stewardship.
- Build awareness through community outreach activities and initiatives.
- Works with Manager, Marketing and Communications to create media opportunities that increase brand awareness of both organizations.
- Maintain accurate and consistent donor activity tracking in the database management system.
- Provide support for Special Events, including actively seeking event sponsorships.

BC Head Office

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

Alberta Office

11 - 6115 4th Street SE
Calgary, AB T2H 2H9
Phone: 403.258.0819
Toll-free (Alberta):
1.877.258.0819

BC Vancouver Island

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

Vancouver Island Compassion Dogs

Office: Rms 9-10,
744 Primrose St.,
Qualicum Beach, BC
Phone: 250.909.0090
Mailing address: BC Head
Office
vicompassiondogs.ca



Legal Title: British Columbia Guide Dog Services
Registered Charity Number: 89131 1763 RR0001



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Skills & Qualifications

- Completion of post-secondary education in business, marketing or related field.
- Minimum 3 to 5 years' experience in fund/donor development.
- Excellent interpersonal skills, including written and verbal communication.
- Proven grant writing capabilities.
- 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, and Google Suite products. Familiarity with MAC products an asset.
- Must have previous experience with donor database management system. Blackbaud E-tapestry knowledge an asset.
- Must have Class 5 driver's license

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 to:

William Thornton
CEO
BC & Alberta Guide Dogs
Email: william.thornton@bcguidedog.com

We thank all applicants, however, only those selected for an interview will be contacted. Shortlisted candidates will be notified. No phone calls please.

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