



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • PTSD SERVICE DOGS

bcandalbertaguidedogs.com



DEVELOPMENT OFFICER – 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 with autism, and OSI-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 to join our Delta office.

ABOUT YOU:

As a seasoned storyteller, you thrive in an engagement driven environment. Your skills are only surpassed by your passion for supporting an amazing cause. You are extremely comfortable educating our community on how funds will be leveraged, and love encouraging ongoing support of the organization. Additionally, you genuinely enjoy assisting in the execution of events that contribute to the overall development strategy and flourish when you are able to support a group of extremely passionate and cause-focused volunteers.

ABOUT THE ROLE:

This position, reporting to the Director, Development & Communications, will be dedicated to specific aspects of the fundraising portfolio (grant writing, annual giving, and stewardship) with the opportunity to gain hands-on experience with events, sponsorship solicitation, capital campaign support and strategy development.

PRIMARY RESPONSIBILITIES:

- Research, write and submit strong **grant proposals** and manage the follow-up and reporting of successful proposals
- Support initiatives relating to the **capital campaign**
- Collaborate on **annual giving** activities to increase revenue
- Implement **P2P events** including creating campaigns, supporting participants and administering appropriate follow up.

BC HEAD OFFICE

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

ALBERTA OFFICE

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

VICD SERVICE DOGS

Office: Rms 9-10
744 Primrose Street
Qualicum Beach, BC
Tel: 250.909.0090
Mail: BC Head Office



CANADIAN
ASSOCIATION
OF GUIDE &
ASSISTANCE
DOG SCHOOLS





BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • PTSD SERVICE DOGS

bcandalbertaguidedogs.com



SUPPORT DUTIES:

- Provide event support, including seeking sponsorships and assisting implementation
- Assist in the administration of the Puppy Sponsorship Program
- Be a visible and enthusiastic advocate in the community and support the organization by attending events, making presentations, and networking with targeted audiences to inform them about us and opportunities to support our work.
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- Development/Fundraising experience
- Proven ability to effectively interact with prospective and current donors with skill, tact, discretion, and compassion.
- In-depth experience with the principles of effective donor cultivation and solicitation.
- Excellent oral, written, analytical, project management and organizational skills.
- Familiarity with Google suite would be an asset
- Knowledge of fundraising database software
- Highly organized with strong time management skills
- Comfort with independent work while also maintaining a good working relationship with teammates
- Excellent discretion in dealing with confidential and sensitive matters
- Vulnerable Sector Check
- Vaccinated against Covid-19

Application question:

In your application, please share what specifically about this role is of interest to you?

How to Apply:

This is a full-time, in-office position offering robust extended health benefits, and a mission-driven, dog loving culture.

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:

Nicole Langton, BPR
Director, Development & Communications
nicole.langton@albertaguidedog.com

Resumes will be reviewed starting Monday, July 25th until a suitable candidate is found.

We thank all applicants, however, only those selected for an interview will be contacted. Shortlisted candidates will be notified. **Note: contractors or consultants need not apply. No phone calls please.**

BC HEAD OFFICE

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

ALBERTA OFFICE

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

VICD SERVICE DOGS

Office: Rms 9-10
744 Primrose Street
Qualicum Beach, BC
Tel: 250.909.0090
Mail: BC Head Office

