



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • OSI-PTSD SERVICE DOGS

bcandalbertaguidedogs.com

Since 1996

Manager, Fund Development (BC)

Location: Delta, BC

Position Type: Full-Time, On-Site

Background

BC & Alberta Guide Dogs is a registered charity that provides professionally trained Guide Dogs to blind/visually impaired individuals, Autism Service Dogs to children with autism, and OSI-PTSD Service Dogs to Veterans & First Responders in BC & Alberta.

We are seeking a passionate, results-oriented fundraiser with a track record of making an impact!

Position Summary

Reporting to the Director of Development, the Manager Fund Development (BC) is a results-oriented, front-line fundraiser dedicated to the retention and growth of our donor base. This Manager Fund Development will work as part of a team to support all fundraising and community engagement efforts. The role is responsible for developing, planning and coordinating fundraising strategies and activities while ensuring accurate record keeping and timely reporting. The role also includes identifying, cultivating, stewarding and soliciting major gifts.

KEY RESPONSIBILITIES

Fundraising & Donor Relations

- Develop and implement a regional fundraising strategy in alignment with organizational goals.
- Identify, cultivate, solicit and steward individual donors, corporate sponsors, and foundations in the British Columbia.
- Maintain a portfolio of donors and prospects, delivering timely stewardship and recognition, ensuring meaningful engagement and long-term support.
- Work in partnership with the Development team to deliver the Puppy Sponsorship, Donor Recognition and Stewardship programs in BC.

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

OSI-PTSD 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



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



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Events & Community Engagement

- Plan and execute fundraising events, including third-party events, donor events, and community outreach activities.
- Represent the organization at community events, networking opportunities, and speaking engagements to raise visibility and support.
- Work with the Marketing & Communications to create media opportunities to increase brand awareness in the BC.

Grant Writing & Sponsorships

- Working with the Development team research, write, and submit grant proposals and sponsorship applications.
- Track reporting requirements and ensure timely submission of reports to funders.

Data Management & Reporting

- Maintain accurate and up-to-date donor records using the organization's CRM.
- Provide regular progress reports, data analysis, and insights to the Director of Development.

Collaboration

- Work closely with internal teams to support integrated fundraising efforts.
- Contribute to organization-wide development initiatives and campaigns.

QUALIFICATIONS & SKILLS

- Minimum 3 years of experience in fund development, donor relations, or a related field.
- Bachelor's degree in Fundraising, Nonprofit Management, Communications, Marketing, or a related field. CFRE is considered an asset.
- Proven track record successfully securing major gifts, meeting fundraising targets and cultivating donor relationships.
- Strong interpersonal and communication skills, both written and verbal.
- Proficient with donor databases (e.g., Raiser's Edge, DonorPerfect, e-Tapestry)
- Knowledge of the philanthropic landscape in British Columbia is an asset.
- Ability to work independently and as part of a collaborative team.

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WHAT WE'RE LOOKING FOR

You are a storyteller dedicated to building a strong community. You are inspired to create new ways for individuals, foundations and corporations to participate in our mission. You value the opportunity to bring people together for a common goal. You want to contribute to the creation of strategy and flourish when you can roll up your sleeves and implement. You are a team player Always looking for ways to grow.

WHAT WE OFFER

- \$75,000 - \$85,000, based on experience and qualifications.
- 4 weeks of vacation annually, plus Christmas Eve, Easter Monday & your birthday off.
- A comprehensive benefits package including coverage for health, drugs, vision, and dental care.
- A mission-driven, supportive workplace where your work makes a tangible impact.
- Opportunities for professional development and training.
- An office culture that values initiative, collaboration, and a good sense of humor.

HOW TO APPLY

If this opportunity excites you, please send your resume and cover letter to info@bcandalbertaguidedogs.com with "**Manager, Fund Development**" in the subject line. Application deadline is September 30, 2025.

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