



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Business Development Officer

Job Description

Posted April 2024

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization whose mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. Many children and youth in Canada struggle with societal barriers and face adversities such as detrimental living conditions, family violence, risk factors for mental health, school issues, and identity challenges. With the guidance and support of a mentor, these risks can be reduced or even avoided, and youth are reminded that they can be anything they dream of being. The organization's mandate is to make a difference in the lives of children by promoting their self-esteem, expanding their opportunities, and providing them guidance and support through long-term, one-on-one relationships with caring adult or teen volunteers. We work with many children and youth annually, offering seven programs across southern Vancouver Island (CRD, Salt Spring and Comox Valley). The agency is funded by grants, individual and corporate donations, fundraising events and our social enterprise, to meet the priorities of the agency.

The team at BBBSV is passionate about making a difference and applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our staff, co-op/practicum students, and volunteers.

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR001



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THE POSITION

Reporting directly to the Social Enterprise Business Manager, the Business Development Officer supports the Social Enterprise department. The position will provide the candidate with hands-on experience in a not-for-profit setting with a social enterprise.

ACCOUNTABILITY & REPORTING STRUCTURE

The Business Development Officer will report directly and be mentored by the Social Enterprise Business Manager with support from other team members. Projects can be based on their interests, with the opportunity for adjustments through the process, though all may be explored under the scope of this position.

OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

- Supports intake centre by sorting and prioritizing donations
- Supports phone calling programming and connects with community members to engage in donations
- Fulfills administrative duties as needed
- Manages and maintains any remaining marketplace and auction items
- Participate in strategic planning and project management as needed
- Utilizes design applications to create educational and promotional content when needed
- Attends weekly staff meetings

QUALIFICATIONS

- Between the ages 15-30 (Canada Summer Jobs)
- Canadian citizen or permanent resident
- Knowledge of philanthropy, non-profit work environment or social enterprise is a bonus
- Strong computer and administrative skills, office 365 programs (especially Excel)
- Excellent time management and organizational skills; able to multi-task and handle multiple priorities
- Strong attention to detail
- Ability to work with a small team with a flexible schedule
- Ability to carry/move objects and bags up to 50lbs

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LEARNING OBJECTIVES

- Project and Task Management
- Leading and Influencing Others
- Organizational Awareness
- Data and Systems Management

TERMS OF EMPLOYMENT

- Salary: \$18 per hour
- Full-time contract (35 hours per week) hourly contract position for May-August 2024 (8 weeks)
- Contract date: Start date in May/June depending on the candidate.

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and qualified applicants will be contacted for an interview. For consideration, **complete applications must be submitted to** Annie.Taal@bigbrothersbigsisters.ca attention: Annie Taal, Social Enterprise Business Manager.

Three references will be required.

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