



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Development Associate

Job Description

Posted May 2024

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization that supports children and families through mentorship. The organization's mandate is to make a difference in the lives of children by promoting their self-esteem, expanding their awareness of life's opportunities, and providing them guidance and support through long-term, one-to-one relationships with caring adult volunteers. We work with children and youth annually offering four different programs across southern Vancouver Island, Salt Spring Island and Comox Valley. The agency is funded by grants, donations, fundraising events and social enterprise, to meet the priorities of the agency.

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

Diversity and Inclusion

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, and inclusion.

THE POSITION

Reporting directly to the Director of Development, the Development Associate is responsible for supporting the development department in researching fundraising opportunities, working on fundraising events and maintaining the donor database. The position is in a philanthropy and not-for-profit setting.

ACCOUNTABILITY & REPORTING STRUCTURE

The Development Associate will report directly to the Director of Development.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects 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.



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OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

- BBBSV branded events: Brainstorm fundraising ideas, support in planning, write event briefs, organize speakers, work with sponsors and donors to raise funds, work with Marketing and Communications Specialists to coordinate the timing of marketing for events, attend the event including support with set up and take down and engage in event de-brief including writing event report.
- Attending events on evenings and weekends if needed.
- Working knowledge of Donor Perfect development system software including; pull reports from Donor Perfect Software and Canada Helps Software as well as other research duties required.
- The Development Associate will support fund development by identifying, researching, interpreting and analyzing information on prospective donors and connecting the donors to the Development team.
- The Development Associate will excel at uncovering connections and in-depth information on potential individual donors.
- Researching, connecting with and working with Corporations for partnerships and Sponsorship opportunities.
- Engage 3rd parties to advise on event planning of 3rd party events, write agreements and work with Marketing and Communications Specialist to execute any marketing needed for events and attend events on behalf of the organization.
- Processing tax receipting for donors in Donor Perfect Software
- Write donor communication letters, cards or emails if needed

QUALIFICATIONS

- Post-secondary education in philanthropy, business and/or entrepreneurship.
- Knowledge of philanthropy or non-profit work environment.
- Experience in research and data collection.
- Previous experience with Donor Perfect or Canada Helps software an asset or be able to complete training on new donor software database within 30 days of hire.
- Previous experience in public speaking is an asset.

SKILLS

- Strong computer and administrative skills, office 365 programs, donor management software, and must have advanced Excel.
- Ability to present to staff, donors, volunteers and the general public.
- 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.

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- Relationship management and interpersonal skills; ability to communicate effectively with internal staff
- Open attitude to learning.

TERMS OF EMPLOYMENT

- Salary: \$23 per hour
- Part-time contract (20 hours per week)
- Training dates: May-June 2024
- Start date: June 2024
- The nature of this position requires flexibility between working from home and in the office when required.

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and qualified applications contacted for an interview. For consideration, please submit before May 30, 2024, to emma.kirkland@bigbrothersbigsisters.ca Attention: Emma Kirkland, Director of Development.

Three references are required.

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