

Title: Fundraising & Marketing Specialist
Hours of Work: 3 Days Per Week
Salary: \$28 – \$32 per hour.
Probationary period: 4 Months

Society Profile:

Seniors Services Society is a non-profit agency located in New Westminister, BC which provides support services for seniors in New Westminister to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Purpose:

Within the vision and mission statements of the Society, reporting to the CEO, we are seeking a confident, skilled, and self-directed Fundraising & Marketing Specialist. Responsibilities include raising revenue to support the mission and marketing the organization to increase awareness and engagement.

Key Responsibilities:Fundraising:

- Grant Writing, Applications and Reporting.
- Email marketing.
- Planning, executing and marketing fundraising events including organizing all event logistics and sponsorship.

Communications:

- Managing social media across all platforms (content creation, publishing in Hootsuite and tracking analytics).
- Podcast planning and execution (strategizing on topics, interview preparation, distribution).

Personal Attributes:

- Creative, out-of-the-box thinking
- Meticulous attention to detail.
- Flexible and adaptable.
- Personable, relationship builder.

Qualifications:

- Certificate and experience in fundraising, communications or related field.
- Proven experience planning events with an impressive portfolio of previously managed events (fundraisers, corporate or community events, galas) and experience securing sponsorships.
- Digital marketing/social media experience for minimum of 2 years.
- Excellent time management.

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- Strong communication and interpersonal skills.
- Advanced computer skills with Microsoft Office (Word, Excel, Access, PowerPoint, Publisher, Outlook), Familiarity with Canva, Hootsuite, Constant Contact.
- Superior organizational skills with the ability to multi-task, prioritize workloads, and meet deadlines.
- Must be able to work both independently and as a member of a team.
- Criminal Record Check with clearance for vulnerable sector.

Job Details:

This is a full-time regular position – 22.5 hours per week, Monday to Friday, 8:30am - 4:00pm.

Compensation:

Salary will depend on the applicant's qualifications, experiences, and skillset.

- Range of pay: \$28 - \$32 per hour based on experience and skillsets.
- Paid time off between Christmas and New Year, Day off on birthdays, contribution towards training/wellness.

How to Apply:

Please submit your resume and cover letter via e-mail or fax only. **NO PHONE CALL PLEASE.**

We thank all applicants; however, only qualified candidates will be contacted.

OPEN UNTIL FILLED.

Contact:

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