



COMMUNITY SOCIAL PLANNING COUNCIL
research · insights · solutions

JOB OPPORTUNITY: Development Coordinator

APPLICATION DEADLINE: October 6th, 2022, until 11:59 pm PST

DAYS/HOURS OF WORK: Full Time (30 hours per week based on a four-day work week
Mon - Thurs)

SALARY: \$28 to \$30 per hour starting wage, depending on relevant education and experience. Generous annual leave, wellness leave, statutory holidays, and a Christmas office closure, as well as excellent extended health benefits, are available after a successful 3-month probationary period.

LOCATION(S): Our office is located on the unceded territory of the Lək̓ʷəŋən speaking peoples in Downtown Victoria. Hybrid in-office and home-based work is possible, subject to operational demands. Travel within the capital region may be required (*an unrestricted driver's license is required).

PLANNED START DATE: Immediate

JOB DESCRIPTION:

The Development Coordinator is responsible for organizing and executing fundraising efforts for CSPC, in collaboration with the Executive Director and the Management Team. They will develop fundraising plans, participate in solving logistical issues and collaborate with multiple colleagues and program teams. Within the CSPC, development has mainly taken the form of grant writing and relationship building with foundations and similar organizations, though individual donations could be a growth area.

Development Coordinator Duties and Responsibilities

The Development Coordinator will help ensure CSPC receives steady and sufficient funding across programs and service areas, by performing a variety of tasks:

Create Long-Term Plans

At the end of each fiscal year, the Development Coordinator will design, in consultation with the Management Team, a comprehensive fundraising plan for the coming year.

*When funds are available, the Community Social Planning Council also offers the Greater Victoria Housing Security Program, which offers clients grants rather than or in addition to loans. Rent Bank staff then support both Rent Bank and Housing Security clients.

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We recognize and acknowledge the unceded territory of the Coast Salish peoples and thank the Nations for the opportunity to live and work within their traditional territories.

Write Compelling Proposals

CSPC relies on grant funding for a number of services, projects, and programs. Growing the diversity of the funding base through powerful and compelling proposals is key for this role.

Secure New Funding

In addition to maintaining good relationships with current funders & donors, the Development Coordinator will research, propose, and engage with appropriate potential funders.

Monitor Data

The Development Coordinator will ensure that all funding is properly acknowledged, recorded, and reported on.

Development Coordinator Skills

- Excellent verbal and written communication
- Excellent people skills
- Ability to manage multiple projects simultaneously
- Ability to lead and work with cross-functional teams
- Ability to research funding options and assess relevance to CSPC service areas

Software

Microsoft Office 365, including Teams

Asana for project management, report scheduling, etc

Customer Relationship Management (CRM) software

QUALIFICATIONS:

Required

- Formal training from a recognized post-secondary institution
- Experience writing grant proposals and donor reports
- Ability to function effectively in a multi-service organization
- Comfort in working online, with strong computer and communication skills.

Considered

- Knowledge of local resources.
- Training in trauma informed practice and cultural sensitivity.
- Experience with IT support will be considered a bonus

COVID-19 considerations: vaccination required to work in the office.