



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

## Development Coordinator, Corporate And Community Partnerships

|                    |   |                       |
|--------------------|---|-----------------------|
| <b>Job ID</b>      | <b>A2-B1-70-50-59-CC</b>  |                       |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=A2-B1-70-50-59-CC">https://careers.indigenous.link/viewjob?jobname=A2-B1-70-50-59-CC</a> |                       |
| <b>Company</b>     | Canuck Place Children's Hospice   |                       |
| <b>Location</b>    | Vancouver, British Columbia   |                       |
| <b>Date Posted</b> | From: 2023-03-17  | To: 2023-04-09        |
| <b>Job</b>         | Type: Full-time   | Category: Health Care |
| <b>Job Salary</b>  | \$52,284 - \$57,104 yearly  |                       |
| <b>Languages</b>   | English   |                       |

### Description

Development Coordinator, Corporate and Community Partnerships

Location: Vancouver - Granville Office, \*Hybrid role

Reporting to: Director, Philanthropy and Corporate Partnerships

Job status: Permanent Full time, 1.0 FTE (75 hours bi-weekly)

Compensation: \$52,284 - \$57,104

We want our staff to "thrive" not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of \$25.64 per hour equivalent to \$50,000 full-time annually.

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission.

At Canuck Place, we have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. We have various internal committees such as Care 4 the Caregiver, Culture, Diversity, Equity, Inclusion & Belonging, Green Team, Truth and Reconciliation and Wellness that all staff are encouraged to participate on.

### WHY SHOULD YOU CHOOSE TO WORK HERE

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.

We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

- 20 days' vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an

organizational maximum of 45 days

- Up to two paid mandatory wellness days a year
- Generous paid leave including compassionate and special leave when you need it
- Municipal Pension Plan (MPP),
- 100% employer paid benefits package from your first day which includes extended health and dental and \$1,500 annually for counselling
- Health and Wellness Spending account that provides up to \$1000 annually to ensure you can focus on the benefits that are important to you and your family
- Flexible working options
- Free meals on-site at the hospices
- Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow
- Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

#### SUMMARY

This role is in a hybrid environment, where the incumbent will be responsible for managing all aspects of donor relationships. This will include donor face-to-meetings, and attending stewardship and cultivation events which the Development Coordinator will be expected to attend. Additionally, a minimum expectancy of 4 days a month at a physical work location is expected for Development team members. During onboarding, some additional time may be required in order to familiarize new hires with the work of our organization, so they can best communicate the cause to donors.

As an integral member of the Development team, the focus of this role is to generate revenue, volunteer relationships and partnerships that support the overall mission of Canuck Place Children's Hospice. These relationships will support Canuck Place Children's Hospice activities locally and provincially.

This position will work with an established portfolio of partners who are keen to support the mission of Canuck Place Children's Hospice. Additionally this position will be responsible for growing name recognition of the organization and bringing new donor relationships to Canuck Place. This role's portfolio includes donors who give in a variety of ways, including peer to peer giving, third-party event hosting - both public and private events - youth fundraising, association-based giving and more.

The successful candidate will bring a desire to build authentic relationships, creativity in designing communications and outreach plans to new sectors, skillful stakeholder management, and an enthusiasm to work collaboratively with the Development, Communications, and Clinical teams.

#### RESPONSIBILITIES

- Researches and identifies sources of potential funding for new corporate and community partnerships.
- Develops engagement plans for target audiences including corporations, associations, and service groups.
- Coordinates prospect and donor meetings, develops proposals and funding requests with support from direct manager.
- Coordinates and implements donor cultivation, stewardship and recognition activities.
- Develops and fulfills speaking engagements, when required, for donor and/or volunteer groups.
- Manages Corporate Days of Service onsite at our Hospice locations, including maintenance of calendar, booking and coordinating groups, as well as liaising with CPCH Facilities team.
- Maintains donor recognition in collateral materials, such as the annual report, website and e-newsletters.
- Tracks and reports relationship management activity on Raiser's Edge database systems in addition to recording and reporting gifts to ensure that all communications, contacts, correspondence, and actions are recorded.
- Schedule and conduct cheque presentations and hospice tours with prospects and donors, as required.
- Represent Canuck Place at networking, community events and external committees.
- Assumes other related responsibilities, as assigned.

#### EDUCATION AND EXPERIENCE

Post-secondary degree or diploma in a relevant discipline, coupled with a minimum of 3 years experience in a non-profit/fundraising environment; or an equivalent combination of education and experience.

#### QUALIFICATIONS

What you bring to the role:

- Excellent verbal and written English communication skills and the ability to interact with individuals at all organizational levels.
- Comfort with picking up the phone to thank or solicit donors or seek a meeting for further discussion.
- An understanding of the donor cycle and funnel.

- Excellent organizational, project management and/or event execution skills.
- Ability to manage multiple tasks while meeting deadlines and determining priorities.
- Public presentation skills, both in person and virtually.
- Strong attention to detail (specifically with Excel, project timelines and database management).
- Demonstrated ability to be a collaborative team player and establish and maintain positive working relationships, both internally and externally.
- Experience working with volunteers or volunteer committees is an asset.
- High degree of discretion, initiative, resourcefulness and thoughtfulness in the decision making process.
- Strong computer skills including excellent Microsoft Office skills. Proficiency in Raiser's Edge or a comparable database.
- Clear and valid BC driver's license.

You have:

- High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitative and collaborative; sense of humor.
- Excellent time management skills.
- Flexibility that allows you to work with high energy, creative people.
- Able to thrive and effectively manage priorities in a dynamic environment.
- A commitment to Diversity, Equity and Inclusion, collaboration and strong listening skills.

Please note:

- Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

#### RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

#### **How to Apply**

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by April 9, 2023. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted