



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Development Coordinator

Position: Regular FT
Job Title: Development Coordinator
Location: Kelowna
Hours of Work: 8:30 am to 4:30 pm
Shift Schedule: Monday to Friday
Salary Range: \$24.48 to \$28.52/hr

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS) since 1980, provides a range of services and programs, with a focus on the prevention of intimate partner violence and support services for women and children, during and following an abuse crisis.

Located in the heart of the Okanagan Valley, the Kelowna Women's Shelter is growing as an organization. We are currently seeking a Development Coordinator.

SUMMARY

The resource development coordinator uses a variety of means to raise awareness of the issue of family violence, and the services provided by Kelowna Women's Shelter. Builds and nurtures resource development by seeking and developing relationships with volunteers, community partners and funders.

POSITION REQUIREMENTS

This position requires:

- A basic working knowledge of family violence and its impacts, and of relevant community resources.
- The ability to work independently and in a self-directing manner as well as the ability to work in a cooperative and collaborative manner with other Shelter staff, practicum students, community agencies and volunteers.
- Proven effective communication, public speaking, and presentation skills.
- Proven ability using relevant computer software programs such as Microsoft Office, Word, Excel, brochure/newsletter programs etc.
- The ability to maintain necessary records and documentation, and to engage in the evaluation of the program and services.
- Demonstrated organizational, time management and multi-tasking abilities.
- Valid BC Driver's License, and criminal record check.
- Diploma in public relations, marketing, communications, or business
- Demonstrated ability to fundraise for a non-profit agency.

- Two years recent related experience, or an equivalent combination of education, training, and experience.
- Experience in database management and data analysis considered an asset.

POSITION DUTIES

Assist the Development Manager in performing duties related to daily department activities including fundraising, donor stewardship, marketing, communications, and volunteer management.

Fund Development:

Plan, implement, deliver, and adapt fundraising strategies in consultation with Development Manager.

Assist the Development Manager in seeking and securing benefactors for short and long term funding.

Identify, apply for, and report on grant and other funding opportunities.

Create, and maintain, donor database.

Assist in ensuring consistent and timely thanking of and follow-up with donors.

Assist in event planning for the purposes of promotion and fundraising.

Develop and maintain positive relationships with individuals, companies, community groups, media, and funders on behalf of the organization.

Marketing/Communications:

Boost awareness of the issue of domestic abuse and violence and the Shelter's services by utilizing various marketing tools.

Assist in creating and distributing promotional materials (i.e. brochures, posters, direct mail pieces and newsletters).

Performing website updates using Wix.

Posting on various social media channels and collecting engagement data.

Assist in planning, attending, and speaking, at community and donor events; coordinate event set up/take down logistics.

Volunteer Management:

Recruit, select, dismiss, orient, train, schedule, monitor, and recognize volunteers as needed.

Act as the volunteer coordinator at events.

Other:

Assist in collecting and compiling department statistical information and evaluation data.

Submit reports and evaluate the program in partnership with the Development Manager.

Attend, and participate in, staff and other meetings.

Attend, and participate in, training/certification programs.

Perform other related duties as required.

This position requires Union membership. Full benefits are available upon successfully completing the required probationary period.

If you are interested in applying for this position, please email resume and cover letter to: careers@kelownawomensshelter.ca This posting will remain open until a suitable candidate is found.

We thank all those who express interest in this opportunity however only those short-listed will be contacted.