

Department:	Development and Communications
Reports to:	Manager of Development and Communications
Bargaining Unit:	BCGEU
Classification:	Grid 5A
Status:	Regular, Part-time 20 hours/week
Wage Range:	\$18.53 – \$20.46/hr

Job Posting Date:	February 5, 2019
Internal Job Posting End Date:	February 12, 2019
Start Date:	February 25, 2019

JOB SUMMARY:

Under the direction of the Manager of Development and Communications, the Development and Communications Assistant provides a variety of administrative, communications and fundraising support functions such as word processing, drafting and proof-reading communications materials, social media and event coordination, database maintenance, donor stewardship, grant and funding research, and general enquiries related to Development and Communications.

GENERAL DUTIES:

- Maintains confidential hard copy and electronic donor records for the department using eTapestry database software
- Inputs, revises and updates cases for support, donor impact statements, annual reports and other communication materials
- Assists with coordination, tracking and promotion of events, fundraising initiatives and communications projects
- Promotes CMHA Vernon & District program and development activities via social media platforms including Facebook, Instagram and Twitter
- Schedules meetings and appointments with prospects, donors, volunteers and partners
- Acknowledges receipt of correspondence and documentation and drafts preliminary versions of correspondence including proposals and thank you letters to be signed by the Department Manager or relevant staff
- Assists in preparing and formatting reports and documents using a variety of software programs including, but not limited to, including Word, PowerPoint, Publisher, eTapestry and Canva
- Takes minutes of event fundraising meetings as required
- All other related duties as directed by the Manager of Development and Communications

QUALIFICATIONS:

- Grade 12 Diploma
- Office Administration Certificate or Recent, related experience of at least two years
- Proficient in using Microsoft Office - excellent skills in MS Word, Excel and PowerPoint
- Certification in events management, communications and/or fundraising and/or relevant experience of at least two years
- Proficient in database management, preferably eTapestry or Blackbaud software

SKILLS AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Physical and mental ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to organize and prioritize with excellent attention to detail
- Ability to meet deadlines
- Ability to handle diverse project initiatives concurrently
- Ability to establish and maintain rapport with donors, volunteers, participants, professionals, coworkers and the public

Please apply by e-mail and quote job posting id# to:

jobapps.vernon@cmha.bc.ca