



Position Title: Communications & Fund Development Officer **Position #:** 1
Department: Communications & Fund Development **Pay Range:** Commensurate with experience
Reports to: Manager of Communications & Fund Development

How to apply: Please send your Cover letter and Resume to Resumes@pacificahousing.ca by May 24, 2018 at 4:00pm.

Organizational Focus:

As a non-profit charitable organization, Pacifica Housing's vision is to create *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

The Communications & Fund Development Officer supports and nurtures a culture of philanthropy within the community and Pacifica Housing by engaging donors, staff and the broader community in the vision and mission of the organization.

Employee Benefits:

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Matching Program
- Employee Assistance Program
- Discounted Gym Membership

Primary Objectives:

Participates as a key member of the administrative team and works with all departments and levels of staff in the organization to assist the Manager of Communications & Fund Development to set the direction and ensure the goals of the organization are met including:

- Developing and implementing the Fund Development and Communication plans;
- Researching and preparing all grant applications for program funding;

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- Representing Pacifica Housing to donors, media, clients, and community members.

Key Responsibilities:

1. Reporting to the Manager of the department, the Communications & Fund Development Officer uses their advanced skillset to meet annual targets for fund development while maintaining positive community relations and a strong public presence.
2. Grant Writing & Research:
 - Researching foundation, corporate and government funding sources;
 - Preparing and editing grant proposals and submissions;
 - Liaising with staff at all levels to meet reporting requirements and deadlines; and
 - Seeking and managing partnerships with local, provincial and/or national businesses and organizations in support of Pacifica Housing's tenants, clients and programs.
3. Communications:
 - Involvement in special event planning, delivery, and follow-up;
 - Assisting in creating communication materials including media releases, brochures, newsletters, annual reports and special event materials;
 - Actively engage, cultivate and manage press relationships to ensure coverage surrounding Pacifica Housing's programs, special events, public announcements, and other projects;
 - Assist in preparing client stories, talking points, speeches, presentations, and other materials as needed; and
 - Develop social media content and support maintenance of Facebook and Twitter accounts.
4. Donor Cultivation & Stewardship:
 - Acting as a point of contact for individual donors, foundations, and other community partners;
 - Maintaining relationships with legacy donors and cultivating major gifts;
 - Managing donor correspondence including direct mail appeals, thank you letters and other correspondence;
 - Collaborating with staff, volunteers and the board to identify, cultivate and solicit new donors and promote strong community relations; and
 - Managing donor information in ways that respect personal privacy.
5. Fund Development:
 - Managing electronic and paper files in accordance with CRA rules and regulations;
 - Accepting and recording donations in the MatchMaker donor database and reconciling funds received with financial records;
 - Producing monthly, quarterly and other reports on fund development progress;
 - Ensuring that philanthropy and fund development activities are carried out in accordance with Pacifica Housing's vision, mission, values and policies and in compliance with relevant regulations and laws; and

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- Maintaining current knowledge of legislation, technology and strategies that are related to fund development and communications.

Qualifications: (minimum Education and Experience requirements):

Education:

- Diploma or Degree in Marketing, Fundraising, Business Administration or similar

Experience:

- A minimum of two (2) years in a fundraising, communications, or related capacity
- Experience using Fund Development software

Knowledge, Skills and Abilities:

- Exceptional written and oral communication skills
- Knowledge of, and skills in the field of Communications
- Proven knowledge and skills in the field of Fundraising including grant proposal writing, sponsorship and donor relations
- Demonstrated knowledge of information technology applications and platforms relevant to the position (i.e. MS Office, Matchmaker, Adobe InDesign, Photoshop, Illustrator, Wordpress)

Note: An equivalent combination of education and experience may be considered.

Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required.

Behavioural Competencies Assigned to the Role:

Core Competencies

Caring: Intermediate

Creative: Advanced

Responsible: Advanced

Role-Specific Competencies

Relationship Building: Advanced

Communications: Advanced

Initiative: Advanced

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Equity Statement:

Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.