POSITION: Development Coordinator

DEPARTMENT: Corporate Partnerships & Social Investment

ABOUT MOSAIC

Since 1976, MOSAIC has worked to strengthen communities by supporting newcomers in building their new lives in Canada. As a non-profit, we provide comprehensive services in BC and though online technologies reach many overseas clients.

We are seeking a passionate and experienced Development Coordinator to join our team and be responsible for implementing and analyzing digital campaigns for fundraising, donor cultivation, new donor acquisition to support pipeline growth and development. This position will be responsible for the overall E-Tapestry database for fundraising, coordination of fundraising events, proposal creation and tax receipts.

About the Position:

Reporting to the Director of Corporate Partnership & Social Investment, the Development Coordinator is a pivotal role for driving new donor acquisition and implementing the e-appeals and fundraising communications.

This growth position will work collaboratively within the MOSAIC team, including Communications, Employment, Settlement, Family and Youth Services, Interpretation, Translation and Finance.

Key Responsibilities:

- Be familiar with MOSAIC’S vision, mission, values, strategic plan and integrated client service delivery approach, program and your role in achieving the goals and contractual outcomes of the department
- Deliver the inputting, cultivating, soliciting and tracking of donations through E-Tapestry
- Implementing acquisition strategy to consolidate current and new emails from a variety of online and offline data collection points
- Developing and implementing annual work plans and strategies for online giving, including e-appeals, fundraising and special event invitations, peer-to-peer giving campaigns and third party giving
- Implementing appropriate and consistent privacy policy opt-out language across all data points
- Liaising with other departments to bring newly acquired email addresses throughout the organization into E-Tapestry and coordinating a content strategy for emailing the list
- Coordinating online annual giving and pledge campaigns to achieve revenue goals
- Creating, maintaining and monitoring online donation pages
- Produces stewardship and thank you letters for donors
- Prepares statistical reports for planning purposes and makes recommendations on key learnings
- Deliver exceptional service and follow-up to donors and key internal and external stakeholder groups
- Ensuring privacy and CASL policy and procedures are consistently followed
Job Specific Competencies:

- Experience in fundraising and working with a diverse team
- Ability to represent MOSAIC with a polished, positive and professional demeanor and attitude at all times
- Clear, creative and strategic thinker
- Ability to manage multiple projects and tasks and to produce high quality work under tight deadlines
- Excellent written/verbal/interpersonal communications skills
- Demonstrated ability to set and meet targets
- Demonstrated ability to gain cooperation from and to motivate individuals in order to accomplish project goals, including volunteers
- Proven experience in E-Tapestry and/or Raiser’s Edge, MS Office Suite, social media platforms, responsive design/implementation and mobile technologies
- Ability to work a flexible schedule, including evenings and weekends when needed

Experience and Education Requirements

- A relevant post-secondary degree
- 3-5 years’ experience working in the non-profit sector and in fundraising
- Experience working with peer-to-peer events and campaigns
- Strong commitment to established AFP standards

This is a full-time position.

How to Apply: Submit your resume and a detailed cover letter explaining your interest in MOSAIC and this position to fundraising@mosaicbc.org

Please no phone calls. We will contact those selected for an interview.

Deadline: February 7, 2020 at 5:00 pm

Posting Date: January 15, 2020