

CHEAKAMUS CENTRE

nature is in session

Junior Development Officer - Summer Student

Cheakamus Centre is an overnight environmental education centre situated on 420 acres of ecological reserve in Paradise Valley near Squamish, BC. Cheakamus Centre offers a wide variety of outdoor environmental education and indigenous programs intended to instill in learners of all ages, a sense of respect and appreciation for the natural world.

We are currently seeking a dynamic, detail and results oriented Junior Development Officer to assist the Senior Development Officer with a range of fundraising and donor stewardship initiatives. The scope of responsibilities includes: assisting with grant writing, donor communications and fundraising outreach, researching funding opportunities, maintaining donor database, and assisting with funding proposals and reports. He/she will assist with preparing fundraising promotional materials and sponsor stewardship materials and provide general administrative support to the development and marketing department as required.

The ideal person for this position is self-directed, creative, and resourceful. The full-time, temporary position is a unique opportunity for an individual with a keen interest in outdoor education, and excellent written communication skills, who is looking to gain experience in the not for profit sector as part of a small, dynamic team.

HOW TO APPLY

If you are interested in applying for this position, please email your resume and cover letter to: Dr. Sarah Bainbridge, Senior Development Officer, sarah@cheakamuscentre.ca

Job assignments are typically Monday-Friday and may require working varied hours including evenings, weekends, and holidays. Some work can be done remotely, while frequent commuting to Cheakamus Centre may be necessary.

Compensation: \$10.85/hour

Job term is May 15 – July 18, 2017.

Applicants must have been registered as a full-time student in 2016/17 academic year and intend to return to school on a full-time basis in academic year 2017/18.

Application Deadline: May 5, 2017

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JOB DESCRIPTION

Overview:

The Junior Development Officer (JDO) is a temporary full-time position to assist the Senior Development Officer with a range of fundraising and donor stewardship initiatives. The scope of responsibilities include: assisting with grant writing, donor communications and fundraising outreach, researching funding opportunities, maintaining donor database, and assisting with funding proposals and reports. Additionally, the Junior Development Officer will assist with preparing fundraising promotional materials and sponsor stewardship materials and provide general administrative support to the development and marketing department as required.

Reports to: Senior Development Officer

Job location:

Some work can be done remotely, while frequent commuting to Cheakamus Centre may be necessary. Job assignments are typically Monday-Friday and may require working varied hours including evenings, weekends, and holidays.

Primary Duties and Responsibilities:

- Conduct prospect research on potential donors, as directed
- Maintain donor database
- Assist with special events and fundraising activities
- Assist with the production of direct mail appeals, e-newsletters, donor reports, brochures etc.
- General administration tasks to support Development and Marketing department
- Other related duties as may be assigned by the Senior Development Officer

Skills and Requirements:

- Experience using customer/donor databases
- Experience in a customer service role
- Good attention to detail and high levels of accuracy
- Good working knowledge of Microsoft Office (Word, Excel and Outlook)
- Excellent customer service skills
- Excellent interpersonal skills
- Strong communication skills - both written and oral
- Good organizational skills
- Ability to work flexibly on own initiative or as part of a team