



THE MEL JR. & MARTY
ZAJAC FOUNDATION
For Seniors & Children

DEVELOPMENT COORDINATOR

Overview:

The Mel Jr. & Marty Zajac Foundation is a not-for-profit organization, first incorporated in 1987, whose mandate is to support children, seniors and those with special needs through innovative community projects focused on developing life long skills and independence. Our current major focus is the Zajac Ranch for Children, a camp in Mission, BC, for children and young adults with chronic, life-threatening and/or debilitating conditions.

The Mel Jr. and Marty Zajac Foundation is seeking a motivated and experienced individual for the position of **Development Coordinator** to work with the Zajac team to implement fundraising strategies and cultivate relationships with Foundations and community groups in support of the Foundation's mission.

The Development Coordinator will play an important role in contributing to the overall fund development and communications goals of the Foundation. You will focus on grant writing and reporting and handle the respective technical and administrative tasks to ensure success. The successful candidate will be positive, pro-active and embody a can-do attitude. An interest in corporate development and sponsorship and a desire to obtain the skills to grow into a development role within the Foundation would be considered valuable assets.

Summary of Job Responsibilities:

Reporting to the Executive Assistant / Office Manager the Development Coordinator is responsible for:

• **Main Responsibilities**

- Develop and manage proposals and applications to funders and foundations, including budgets.
- Produce reports for grants received.
- Ensure all grantor recognition and thank you's occur as promised and in a timely manner.
- Maintain and update information and activities in donor database.
- Research and identify new opportunities for grants and prepare applications for approval.
- Work with Director of Development to set and achieve annual fundraising goals and revenue targets and to evaluate portfolio progress.
- Track all funds received through grants and community service groups and prepare annual targets to accounting for inclusion in annual budgeted revenue projections.
- Work with management to establish grant funding priorities and develop a plan to meet these priorities.
- Annually, produce materials to solicit funds from community service groups and other identified groups.
- Ensure community groups contact information is updated prior to annual mail out and that the solicitation occurs early in the year to ensure optimum results from this initiative.
- Work with Zajac Ranch staff and the Registration Coordinator to identify featured campers for each summer medical camp and coordinate the gathering of appropriate information and photographs for each camper for inclusion in appropriate reports and marketing material.
- Prepare post-camp analysis for year-end reporting (eg., camper subsidy information, etc.).

• **Other duties / assistance as needed:**

- Provide support in preparation of sponsorship and major gift proposals, agreements and reports, in addition to other assigned tasks.
- Social media (facebook, instagram, twitter, google plus, etc)
- Website maintenance
- Production and distribution e-newsletters.

- Assistance with production and distribution of printed newsletter as needed.
- Assist with office administration as needed.
- Assist with production of marketing materials, presentations as required.
- Assist with events as required.
- Other duties and special projects as may be assigned.

Qualifications

- Degree or diploma from a recognized post-secondary institution plus three years of experience in administration, preferably working in fundraising
- Minimum of five years working in an office environment essential.
- Previous grant writing experience preferred.
- Previous experience in relationship management preferred.
- Not for profit experience an asset.
- Previous experience in marketing an asset.
- Excellent organizational and time management skills with the ability to meet strict deadlines and manage multiple priorities simultaneously in a team spirited environment with a strong results-oriented focus.
- Self-directed with the ability to think strategically.
- Excellent interpersonal skills and a strong customer service approach.
- Ability to work independently, as well as within a team environment with staff and volunteers.
- Ability to meet deadlines and collaborate across departments essential.
- Strong attention to detail and the ability to communicate effectively both verbally and in writing are required.
- Excellent administrative skills.
- Strong computer skills with excellent knowledge of MS Office (Outlook/Word/Excel).
- Previous experience with data entry and report queries using Raiser's Edge NXT preferred
- Experience with computer graphic programs an asset.
- Social media experience preferred
- Excellent proof reading skills.

To find out more, please visit www.zajacranch.com

Position Type: Full time

Job Location: #300 – 2006 West 10th Avenue, Vancouver

Compensation: Commensurate with experience

To Apply: Forward resume and cover letter to:

Sheila Smith
Executive Assistant / Office Manager
coordinator@zajac.com

NO PHONE CALLS PLEASE – ONLY QUALIFIED APPLICANTS WILL BE CONTACTED