



**Job Description:** Donor Associate  
Reports to: Executive Director  
Type: Permanent Part Time, 20-35 hours per week  
Location: South Okanagan; work remotely from home but within the South Okanagan  
Salary Range: \$40,000 - \$50,000 depending on hours and experience

### **About The Foundation**

The Community Foundation of the South Okanagan Similkameen (CFSOS) is striving for a future that includes healthy, vibrant and inclusive communities across the South Okanagan Similkameen. Our Foundation was incorporated in 1991 and has now granted more than \$6 million to local charities. We actively build our endowment fund to ensure future granting while pursuing creative impact solutions that allow us to leverage all our assets, not just grant dollars, to improve our communities. We work closely with donors and stakeholders to provide leadership in addressing issues that face our communities.

### **Position Overview**

Reporting to the Executive Director, the Donor Associate is responsible planning and coordinating Donor Relationship activity to help the Foundation cultivate better relationships with its donors, expand fund development opportunities and grow the Foundation's profile and impact in the community.

The Donor Associate will coordinate the cultivation and stewardship of all donors and sponsorship opportunities by working with the Executive Director and other team members to make strategic decisions about how best to connect with donors.

As a key member of the Foundation's high performing team, the Donor Associate embraces the mission of the Foundation and effectively promotes and communicates its values, vision and strategic plan.

### **Key Responsibilities**

- Participates in the planning, delivery and evaluation of the Foundation's development program, in accordance with ethical fundraising principles
- Works closely with the Foundation's current team to be strategic about how best to steward existing donors and prospects
- Manages the implementation of donor relations practices
- Supports the Executive Director and other team members in implementing donor relations practices
- Provides exceptional stewardship to donors and fundholders to help them meet their philanthropic goals
- Enhances the Foundation's Planned Giving strategy, to include the engagement of Professional Advisors
- Helps develop and execute the Foundation's Corporate Partnership strategy
- Helps maintain a current, reliable and accurate CRM system
- Participates in designing and extracting all required reports from the CRM for the development program
- Participates in the preparation and management of the annual development program budget
- Researches and incorporates best practices within all aspects of the development program
- Participates in implementing the communications plan in collaboration with other team members to further the goals of the development program and the strategic plan

### **Required Experience, Skills, and Qualifications**

- A strong track record with 3+ years of fundraising or donor relations experience within the charitable sector
- Demonstrated ability to develop and implement strategy
- A proven commitment to excellence in donor stewardship
- Demonstrated creativity in fundraising techniques and strategies

- High level proficiency with donor databases, Microsoft Office software and various online tools
- A highly effective communicator with strong interpersonal skills, verbal communication and writing skills
- A reputation for personal integrity and the highest ethical standards
- Demonstrated willingness to take ownership of projects and programs while working seamlessly within a positive team environment

#### **Education**

- A bachelor's degree or equivalent experience in the charitable sector

#### **Other Requirements**

- Drivers License and vehicle that can be used for employment purposes (mileage and business insurance covered)
- Ability and willingness to travel within the Valley when required
- Ability to work from home with high speed internet access

#### **Flexible Working Conditions**

CFSOS offers a flexible work environment which includes allowing team members to set their own work schedule, in consultation with the Executive Director. The focus is on the accomplishment of defined goals, rather than adherence to a strict work schedule.

Until COVID-19 restrictions have been fully lifted all staff will be working from their homes. The future location of the Foundation office is somewhat uncertain at the moment, pending the end of pandemic restrictions, so all team members should be comfortable and able to work from home.

There will be times when work is required outside of typical "office hours" and the Donor Associate will be expected to accommodate these circumstances.

#### **Accessibility Statement**

CFSOS is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We encourage all applications including from members of groups experiencing barriers to equity.

#### **Submissions**

Please submit resumes by email to [admin@cfso.net](mailto:admin@cfso.net) by 9am on April 4, 2022.

For questions, please contact Aaron McRann, Executive Director  
[aaronmcraan@cfso.net](mailto:aaronmcraan@cfso.net) | 250-493-9311 | 250-488-0036 (cell)