



PHILANTHROPY OFFICER, GRANTS AND COMMUNICATIONS

Are you passionate about writing compelling grant proposals and crafting inspiring stories that motivate action? Do you have the versatility to seamlessly switch from writing a detailed grant application to composing a captivating direct marketing appeal to finding engaging ways to describe fundraising events? If so, we are looking for you! Our ideal **Philanthropy Officer, Grants and Communications** candidate is a talented fundraiser and wordsmith with a knack for persuasive storytelling, an eye for detail and the ability to adapt their writing style to suit diverse audiences and purposes. If you thrive in a dynamic environment, have a proven track record of writing successful grant proposals and excel in writing fundraising communications, we'd love to hear from you.

This full-time role within our exceptional fundraising department is crucial for helping the Society meet its revenue goals. If you have a talent for producing successful grant proposals and transforming our bold mission into compelling cases for support, we invite you to apply. Join our amazing, supportive and diverse team of fundraising professionals!

About the position

As a part of a team, the **Philanthropy Officer, Grants and Communications** is responsible for supporting our grants and foundations portfolio through all stages of the donor cycle, including identifying potential donors, fostering long-term relationships with foundations and granting agencies, and ensuring they receive exceptional stewardship from the Society. In consultation with the Senior Development Officer of Philanthropy, this role will prepare prospect research profiles and write compelling grant applications and impact reports. This role will also work cross-functionally to support the development of website content and direct marketing initiatives. This position will also take a lead role in writing various fundraising communications across our diverse fundraising portfolios.

This role reports to the Director, Philanthropy.

Title: Philanthropy Officer, Grants and Communications

Salary range: \$58,000 – \$63,000 per year

Contract: Permanent

Hours: Full time - 35 hours per week

Location: Hybrid/Remote - within BC only

Key Responsibilities

- Write and submit letters of inquiry and funding applications to grant-making organizations, including funders and corporate, community and family foundations, while tracking and meeting deadlines.
- In consultation with the Senior Development Officer of Philanthropy, manage a pipeline of new prospects and existing funders, including granting agencies and community, corporate and family foundations.
- Liaise and build relationships with donors and grantors, seek out new supporters and find the right fit between organizational needs and donor interests to further our mission.
- In consultation with the Senior Development Officer of Philanthropy, update and maintain an annual granting cycle calendar.
- Collaborate with colleagues on other written materials as required, including direct marketing letters, fundraising appeals and event materials.
- Work closely with other departments to gather project and budget information for written applications and reports.

- Prepare and distribute regular status reports, annual stewardship reports and other reporting as required by foundations and funders.
- Liaise with other Society staff to ensure a thorough understanding of the Society's programming, funding and awareness initiatives for inclusion in proposals and applications.
- Ensure appropriate donor recognition and acknowledgement for constituents in the Grants and Foundations portfolio.
- Attend Society Signature events, whether virtual, in-person or hybrid.
- Perform other duties as required to meet the needs of the role in relation to departmental goals.

About you

You have an undergraduate degree in a related field with 3 to 5 years of experience in grant writing. You believe in the power of the written word to inspire and mobilize people for the greater good. As an experienced fundraiser and writer with a proven track record, you excel at identifying and nurturing strong relationships to secure grants from funders, corporate entities, community groups and family foundations. A natural collaborator, you have worked across various departments to pinpoint funding needs, devise effective fundraising strategies and develop comprehensive program proposals. Your ability to translate complex program plans into compelling proposals and persuasive cases for support is exceptional. You work collaboratively with colleagues to create proposal budgets and provide impactful donor reports. You are deadline-driven, highly organized and possess excellent research skills. Driven by a passion for making a difference, you understand the importance of powerful and meaningful messaging to engage, motivate and connect donors to the cause.

Key Qualifications

- Strong communicator with excellent interpersonal, analytical, and writing skills.
- Creative, strategic, and analytical thinker who pays keen attention to detail.
- Strong organization and problem-solving skills, with a high degree of initiative and professionalism.
- Ability to communicate in a friendly and professional manner with all Society stakeholders.
- Ability to work both independently and as a team member.
- Flexibility and ability to work and meet multiple competing deadlines.
- Occasional weekend and early morning or evening work will be required to attend Society events.

Technical Qualifications

- Knowledge of prospect research tools and techniques.
- Excellent computer skills and proficiency in MS Office and databases (Raiser's Edge experience an asset).
- Previous knowledge of Alzheimer's disease and/or related dementias is an asset.
- Ability to manage multiple projects and respond positively to change.

About us

As a member of the team, you will have access to a wide range of employee benefits, including

- Flexible work environment including condensed work week options and hybrid work options.
- Generous paid time off (4 weeks' vacation, 2 personal days, and 13 paid public holidays).
- Comprehensive employee health benefits including Health Care Spending Account, group RRSP, and Employee Assistance program for you and your dependents.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged,

supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity. Please include your salary expectation.

**This posting will remain open until the position is filled.
We encourage you to apply as soon as possible.**

Human Resources
Alzheimer Society of B.C.
300 – 828 West 8th Ave
Vancouver, BC V5Z 1E2

humanresources@alzheimerbcc.org

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and about First Link® and the Dementia Helpline, visit www.alzheimerbcc.org



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