



Borderline Personality Disorder Society of BC

Position Title:	Fund Development Coordinator
Reports to:	President and Vice-President
Term:	1-year contract
Location:	Remote (Ideal candidate will be centrally located on Vancouver Island)
Compensation:	Negotiable contract based on deliverables (Part-time equivalent estimate: \$25.00 - \$45/hr)
Closing Date:	Until position filled

About Us:

The Borderline Personality Disorder Society of British Columbia's mission is to provide education and support for people living with borderline personality disorder (BPD), their family members and friends; to increase awareness to the community at large throughout BC; and to promote research about BPD. We are a passionate team dedicated to filling the gaps in service for people living with BPD and their loved ones, providing hope, validation, and shared experience through our weekly peer-led support groups and affordable dialectical behaviour therapy. The Society was founded in 2012 with the goal of creating awareness of the stigma that exists around BPD, educating the public on evidence-based and up to date information on BPD and its treatments, and supporting the BPD community to live a life experienced as worth living through peer support, community engagement, and access to appropriate services.

Role Overview:

The BPDDBC seeks a highly skilled, dynamic, and results-oriented consultant to lead its fund development initiatives. We are looking for someone with a high level of organizational ability, exceptional communication skills, and a proven track record in supporting and raising funds for a non-profit. The successful candidate embodies professionalism, collaboration, strong interpersonal skills, and excellent data management skills. The Fund Development Coordinator is responsible for coordinating and executing fund development initiatives including donor solicitation and stewardship, event coordination, and grant writing to increase BPDDBC's annual revenue goal and organization sustainability. This individual works collaboratively with members of our Executive Team with the shared purpose of carrying out our mission and vision. The work you do with BPDDBC will have a direct and positive impact on people living with BPD in the province of BC. This is a contracted position. Our Society believes in providing its contractors with a respectful and inspiring workplace.

Deliverables:

Fundraising

- Research, draft, and submit 3 major grant proposals/applications to identified funders, example: BC Gaming Grant, Provincial Employee or similar; in collaboration with executive team and track their progress
- Draft and submit final reports with input from executive team

Donor Engagement

- Review of BPDBC's current donor list and past trends and compile a report;
- Enter and maintain donor information in CRM records management database;
- Create and implement a donor recognition system;
- Solicit for 3 new major sponsors;
- Review and implement new digital, email, and telecommunication strategies to increase fundraising revenues
- Cultivate and engage in 20 new trusted donor relationships and stewardship strategies

Event Planning

- Collaborate with executive team to plan, organize, promote, and execute annual fundraising event for between 100-200 guests;
- Solicit businesses and partners for auction items and sponsorships for fundraising event

Skills and Abilities


- Exceptional interpersonal skills, telephone manner and written and verbal communication skills
- Ability to work independently and take initiative on projects and collaboratively on a team
- Strong organizational and time management skills to determine work priorities, manage multiple projects and meet deadlines
- Strong project management skills, as demonstrated through successful management of schedule and budget to complete deliverables on past consulting projects
- Able to work well within a trauma-informed, anti-oppressive organization
- Excellent computer skills and proficient in use of Microsoft Office Suite

- Knowledge and understanding of borderline personality disorder an asset
- Understanding and affirmation of the BPDBC's mission and values
- A commitment to professional ethics, confidentiality, and sensitive nature of our work

Qualifications and Experience

- Post-secondary degree or diploma in fundraising, administration, marketing, communications or a combination of equivalent work experience and education
- A minimum of three years local non-profit and fundraising experience preferred
- CFRE designation or actively working toward can be considered or involvement in AFP, CAGP, or ADRP an asset
- Proven success with securing corporate sponsorships and skilled with cultivating donor relationships and recognition
- Demonstrated experience with successful event planning and/or project coordination skills
- Proven track record of securing grants and successful funding proposals from governments, public and private foundations
- Demonstrated experience in database coordination/entry and reporting, preferably in Keela or equivalent CRM

How to Apply: If this position sounds like a great fit for you, please email a cover letter and email to info@bpdbc.ca with "Fund Development Coordinator" in the subject line. The application deadline is **Thursday, February 15, 2024**, however the position will remain open until the successful candidate is found. We thank all applicants for their interest, however only those shortlisted will be contacted.



BPDBC is dedicated to providing support, education, and advocacy to people living with borderline personality disorder and their loved ones. We are an equal opportunities employer and enthusiastically welcome applications from all suitably qualified persons regardless of race and ethnicity, religion, disability, sexual orientation, or gender identity. We value the diversity of the communities we serve and are committed to engaging and developing an inclusive workforce. We encourage people with lived experience of BPD to apply for positions. Should you require accommodations in order to attend the interview please let us know.