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<https://www.squamishfoundation.com/>

Job Title: Director of Fundraising

Organization: Squamish Community Foundation

Location: Squamish, British Columbia (In-person and Work from Home)

Position type: Part-Time, Contract (Approximately 20 hours/week)

Wage: \$40/hour

Start date: August 2025

Position Summary:

Reporting to the Executive Director, the Director of Fundraising is responsible for leading, planning, implementing and evaluating a comprehensive fund development program through the utilization of impactful community engagement and fundraising strategies.

The ideal candidate will create and enhance donor-centered vehicles for fundraising - annual giving, major gifts, capital campaigns, and planned giving using a strategic and integrated approach. This position will be expected to cultivate and steward all donors and sponsorship opportunities, as well as develop new revenue streams that help support and achieve the Foundation's mandate. This position plays a crucial role in promoting our organization and engaging with our community, donors, and stakeholders.

Key responsibilities:

1. Strategic Fundraising Leadership

- Build on past fundraising successes and current opportunities, setting out a Fundraising Plan with key goals and objectives to realize and support the Foundation's mission, vision, values, and strategic plan;
- Develop and implement Major Gifts and Corporate Partnership strategies;
- Create and execute a Planned Giving strategy including the engagement of Professional Advisors;

2. Donor Engagement and Stewardship

- Increase and secure new donors, funding and engagement through effective donor stewardship;
- Participate in each step of the donor pipeline including identification, research, contact, cultivation, follow-up and recognition;
- Enhance the Foundation's core philosophy of donor-centered fundraising and ensure excellence in donor stewardship by providing Foundation donors with all they require to meet their philanthropic goals;
- Administer donor reports, communication and recognition to facilitate gift renewals;
- Maintain a comprehensive donor database and recognition process by updating donor interactions, giving intentions and communication preferences to ensure the database is leveraged to its full potential;

3. Squamish Community Foundation Visibility and Awareness

- Develop the Foundation's case for support;
- Prepare and deliver fundraising presentations to donors, funders and community members;
- Leverage marketing content and communications and public relations channels including social media to effectively recognize partners, funders, donors and event participants;

4. Fundraising Campaigns

- Strengthen and enhance the Foundation's Annual Giving initiatives;
- Establish and deliver small to medium size capital campaigns for specified endowment funds;

5. Operations

- Provide strategic development advice and counsel to the Executive Director and Board of Directors;
- Research and incorporate best practices within all aspects of the Development Program;
- Ensure adherence to legislation, industry codes of ethics and best practices, maintaining all policies and procedures for the Development Program.

Please note this is a contract position (non-employee). The successful candidate must have their own computer and phone.

Required Experience, Skills, and Qualifications

- Minimum three to five years of progressive and equivalent fundraising experience within the charitable sector;
- Minimum three to five years of program/project management experience;
- Post-secondary education in a related field or equivalent training and experience;
- Demonstrated ability to develop, implement and manage a comprehensive development program, with an emphasis on major gifts and planned giving;
- A proven commitment to excellence in donor stewardship;
- Demonstrated creativity in fundraising techniques, including online campaigns;
- Proficiency with donor databases;
- Effective written and verbal communication, strong interpersonal and presentation skills;
- Extensive knowledge of and ability to effectively interact with senior level business and Squamish community leaders;
- Professionally mannered, self-motivated, results oriented, comfortable making an ask and
- A reputation for personal integrity and the highest ethical standards.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their relevant qualifications and experience to info@squamishfoundation.com with the subject "SCF Director of Fundraising Application." **The application deadline is July 31, 2025.**

Squamish Community Foundation is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. We thank all applicants for their interest, but only those selected for an interview will be contacted.

About the Squamish Community Foundation:

The Squamish Community Foundation is a non-profit organization dedicated to enhancing the quality of life in Squamish by inspiring giving, investing grants in people and community impact, and building community knowledge, engagement and leadership. The Squamish Community Foundation acts as a trustee of financial gifts from its donors – pooling the donations to cultivate and grow permanently endowed funds that support charitable organizations. We are constantly working with donors and local charitable groups to improve the quality of life in Squamish.

As we continue to grow, we are seeking a passionate and dedicated Director of Fundraising to help us communicate our mission and engage with our community.

