

**WorkBC Employment Services Job Posting Form**

<b>Job Title</b>	<b>Foundation Manager</b>
<b>Expires</b>	12/27/2018
<b>Area of Relevancy (check all that apply)</b>	Sea to Sky
<b>Company / Employer</b>	Squamish Community Foundation
<b>City of the Job (e.g., Surrey, Various Locations, Lower Mainland).</b>	Squamish
<b>Job Type</b>	Full Time
<b>Availability Requirements</b>	Monday to Friday
<b>Level / Salary Range</b>	TBD
<b>Date Job Posted</b>	11/27/2018
<b>Application Deadline</b>	12/7/2018
<b>Contact Name</b>	Darren Roberts
<b>Contact Email</b>	info@squamishfoundation.com
<b>How to Apply</b>	Please submit a resume and cover letter by December 7th to <a href="mailto:info@squamishfoundation.com">info@squamishfoundation.com</a>

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<p><b>Job Description</b></p>	<p>Scope of the Position          The Foundation is looking for a Foundation Manager who, working with the Foundation’s Board of Directors, can continue to grow community and donor interest in the Foundation, grow the Foundation’s assets, and manage the Foundation’s various community programs including Neighbourhood Small Grants, Annual Grants, and Vital Signs.</p> <p>Responsibilities          This position will play a lead role in supporting SCF to carry out the following activities and responsibilities:          Community Engagement</p> <ul style="list-style-type: none"> <li>•Develop a marketing and communications plan.</li> <li>•Manage social media channels with the goal of engaging the community in Foundation activities.</li> <li>•Oversee the application process, selection, notification, cheque distribution and reporting for Neighbourhood Small Grants, Annual Grants, and Scholarships.</li> <li>•Plan and execute annual Grants Evening event.</li> <li>•Working with the Board of Directors, develop Vital Signs every three years and engage the community in the interim in facets of the report (e.g., Community Conversations/Vital Conversations).</li> </ul> <p>Fund Development</p> <ul style="list-style-type: none"> <li>•Lead the implementation and ongoing review and development of a multi-year fund development plan.</li> <li>•Work with the Board of Directors to manage a pipeline of supporters.</li> <li>•Book and attend meetings with potential supporters.</li> <li>•Create and implement a stewardship plan.</li> <li>•Collaborate with the District of Squamish on projects.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>•Manage a part time bookkeeper.</li> <li>•Monitor Community Foundation activities in a field of complex legislation and regulations.</li> <li>•Support Board sub committees.</li> <li>•Prepare reports, manage all logistics and attend monthly board meetings.</li> <li>•Process mail and cheques, and manage banking transactions.</li> <li>•Prepare monthly donation reports.</li> </ul>
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<p><b>Desired Qualifications and Experience</b></p>	<p>Qualifications</p> <p>This role requires a confident individual who is a self-starter and a highly motivated team player who has:</p> <ul style="list-style-type: none"> <li>• Proven experience in fundraising and foundation management or organizational development.</li> <li>• Philanthropic experience, including planned giving. Proven track record of identifying, cultivating, and stewarding potential prospects to secure endowment funds.</li> <li>• Professional experience working with senior volunteers and boards.</li> <li>• Comfortable with social media and experience with communications and marketing.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Skilled planner, with organizational and management skills.</li> <li>• Ability to build relationships and work effectively with others.</li> <li>• Computer literacy and database management skills.</li> </ul> <p>Additional Information: Working Environment</p> <p>Ability to work remotely with limited supervision is required. Squamish Community Foundation has an agreement with the Aligned Collective for co-op working space that the incumbent is welcome to use.</p>
<p><b>Job Posted By</b></p>	<p>Avia Employment</p>