

## **Fundraising Coordinator**

The Fundraising Coordinator is responsible for providing support to the Director of Communications and Development in order to achieve the fundraising goals of the Green Party of BC.

*Hours per week:* 20 (part time)

*Rate per hour:* \$20 / hr

*Location:* 843 Fort Street, Victoria, BC

*Duties:*

### **1. Fundraising**

- a. Draft the annual fundraising plan which includes small donors, large contributors, corporate, union and matching donations and fundraising events
- b. Operationalization of the fundraising plan
- c. Scripts for telemarketers
- d. A/B testing and analytics to gain better insights into fundraising effectiveness

### **2. Communications**

- a. Write copy
- b. Assist with writing Press Releases
- c. Website postings and updates
- d. Editing support

### **3. Assistance with Service Providers**

- a. Printers and promotional materials
- b. Telemarketers

### **Qualifications:**

- Direct experience with fundraising plans and campaigns including understanding raising of large amounts through small contributions
- Strong stakeholder communications
- Shows strong initiative and ability to work independently, within specific time deadlines
- Strong computer skills; proficient in Microsoft Office (specifically Excel) and experience with social media and website platforms. Experience with a CRM system required, NationBuilder preferred.
- Positive team player with a collaborative work style who thrives in a busy environment
- Excellent written and oral communication and organizational skills
- Minimum education post-secondary courses in general management and business or equivalent experience
- Experience with politics or political parties and the Green Party preferred but not required
- Crowd sourcing experience
- Experience with writing copy desired.

### **To Apply:**

Email your cover letter and resume to [execdirector@greenparty.bc.ca](mailto:execdirector@greenparty.bc.ca). Please put "Fundraising Coordinator Position" in the subject line. Applications will be accepted until February 27, 2015. Alternatively, you may drop off your application in-person at the Green Party West Coast Community Office located at 843 Fort Street in Victoria. Please place it in an envelope labelled Attn: Stefan Jonsson.