

JOB POSTING
RESOURCE DEVELOPMENT MANAGER
Contract Position

Richmond Addiction Services Society (RASS) has been providing substance use support services in Richmond since 1975. "We are dedicated to providing expertise in preventing and treating addictions in our community". Our prevention programming is focused on health promotion such as educational workshops, recovery based programs and awareness campaigns and is offered to our community members. In addition, we provide clinical counselling based on clients' need whether they are using the substance or are impacted by someone else's use. We offer our programs to youth under the age of 25 and to persons older than 55. We provide support services individually, or in couples, family, or group counselling formats. Our work is founded on our vision for "healthy and safe living for individuals and families in our community". Our purpose is to provide accessible, low barrier and free services without judgment and when and where it is needed.

Responsibilities

The Resource Development Coordinator is responsible for the development and implementation of the organization's building campaign, fund development and marketing plans. Reporting to the Executive Director, the Resource Development Coordinator's responsibilities are to:

- Develop and maintain fund development strategies, targets, work plans and action lists that support and ensure events and programs are successful.
- Work with a committee to strategically plan and successfully execute the building campaign and fundraising events.
- Identify opportunities, customize solicitation and cultivate strategies, meet one-on-one with donors, attend networking events and stewardship functions, and acquire new and increased major gift donations.
- Research and apply to various granting organizations including foundations, corporations and government.
- Oversee all aspects of marketing from strategy to execution to measurement and reporting.
- Work in coordination with agency's communication strategies and digital media's partnership to support the agency's social media channels.
- Create and distribute communication tools including flyers, newsletters, memos, e-mails, posters and brochures.

- Initiate media opportunities including the production and distribution of press releases, feature stories and on-air interviews.

The Successful Incumbent Will Have

- History of successfully cultivating, soliciting, and stewarding gifts of \$10,000 and above
- Ability to build and maintain strong relationships with donors, volunteers, members and staff.
- Skills across the current range of office support technologies, primarily Microsoft Office Suite, data management systems, desktop publishing software, and online content management software.
- Sound knowledge of fundraising, donor cycle strategies and marketing.
- Demonstrated successful event planning and implementation of large, complex events.
- An excellent command of the English language; ability to speak Cantonese and/or Mandarin an asset.
- Exceptional written, oral communication and presentation skills.
- Excellent proposal writing and research skills.
- A University Degree in Marketing, Communications or Business, or equivalent combination of education and experience.
- Experience in non-profit organizations, fundraising and marketing needs.
- Experience with website design, content management, and social media.
- Ability to effectively work in coordination with RASS Board of Directors and staff
- Ability to work days, evenings, weekends and statutory holidays, if required.
- Possession of a valid BC driver's license, access to a reliable vehicle and ability to insure vehicle appropriately.
- A criminal record check is required.

We expect this position to be a part time position to start.

Please forward cover letter, C.V., and **salary/compensation** expectation by July 11, 2018 to Richard Dubras, Executive Director at rick@richmondaddictions.ca.