



## **Progressive Intercultural Community Services (PICS) Society**

### ***JOB POSTING***

**Position:** Fundraising Officer  
**Location:** Surrey (Head Office)  
**Hours required:** Full Time (35 hours per week)  
**Supervisor:** CEO

#### **Job Summary:**

Progressive Intercultural Community Services Society (PICS) is a registered community-based non-profit, multi-service organization with about 140 staff and an annual budget of \$9 million. Serving the community since 1987, PICS assists immigrant youth, seniors, women and the local community members by providing a comprehensive network of services and programs in the Lower Mainland with offices located in Surrey and Vancouver.

Our next project – *PICS Diversity Village* – is a culturally-sensitive “complex care” or “long term care” facility to meet the needs of seniors who require the support of full nursing services. This facility will comprise a 3-storey, 125 bed, residential care facility that will deliver licensed residential care (24/7 nursing care) to individuals and families living in the communities of North Delta and Surrey.

The estimated cost of this project is approximately \$70 million. BC Housing has committed to provide the project development financing, subject to approval from Fraser Health. PICS is expected to raise at least \$3 million over the next three years to support the development of the project.

The Fundraising Officer will drive the fundraising activities for the PICS Diversity Village project through personal and corporate donations and by selling naming rights for different sections of the proposed facility, through marketing, stewardship, and promoting to community groups, individuals and the corporate sector.

#### **Key Duties and Responsibilities:**

- Develop and implement a strategy for carrying out the fundraising activities and maximizing donations for the PICS Diversity Village Project
- Identify potential contacts and outreach to potential supporters including direct solicitation of interest from target supporters for naming rights for different sections of the proposed facility
- Review PICS’s funding sources for prospects and coordinate the production of government, foundation and corporate funding requests to meet all requirements

- Research and write high quality grant applications to funders, donors & sponsors with optimal chances of successful award
- Prepare, promote and coordinate fundraising events and activities, and arrange sponsors for the fundraising events
- Develop and prepare promotional materials to raise awareness of PICS Diversity Village project
- Prepare activity reports regularly to keep PICS informed of the level of activity. Number of reports to be determined
- Identify new prospects from outside the current donor pool, cultivate those relationships and identify gift opportunities that match the donor interest, make recommendations on prospective sources of funding and fundraising and secure major gifts from these prospects
- Proactively explore options for identifying major donor prospects and participate in donor/prospect cultivation, solicitation and stewardship activities, especially targeting the corporate sector

### **Education and Experience:**

- A minimum of 2 years of experience in managing or coordinating fundraising activities; completion of a Bachelor's Degree in related field; or the equivalent of education and experience
- Prior grant writing and fundraising experience is required
- Knowledge of legacy / endowment funding is desirable
- Prior experience working with non-profit organizations is desirable
- Experience working with medium size organizations
- Proven experience in soliciting donations and sponsorships from the corporate sector

### **Skills and Abilities:**

- Understanding of PICS' mission and a commitment to its goals and objectives.
- Excellent interpersonal, oral and written communication skills, including speaking in a compelling way about PICS, its mission and funding goals with individuals and groups within the corporate and foundation sectors.
- Excellent organizational, time management, project management and follow-up skills with a high sense of urgency.
- Demonstrated ability to meet deadlines, and successful handling of multiple projects concurrently.
- Ability to work both independent and collaboratively.
- Ability to lead and carry-out the research and development of funding requests and reports.
- Strong work ethic and positive attitude, and an ability to be flexible to do what it takes to get the job done.
- Excellent Public Speaking and Presentation skills.
- Comfort in engaging in cultivation, solicitation and stewardship of corporate donors and sponsors.
- Eagerness/ability to identify challenges and implement solutions.
- Excellent computer skills and the ability to use the social media for fundraising and promotion

**Other Attributes and Requirements:**

- Ability to work a flexible schedule; including evenings and weekends
- Valid driver's license and own reliable vehicle insured for business use and \$2 million liability
- Clean Criminal Record Check (Vulnerable Sector)

**(How to Apply:** Please submit cover letter and resume, stating salary expectations, to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use "Fundraiser" as the email subject.

*(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)*