



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

### ***JOB POSTING***

**Position:** Fundraising Officer / Fund Developer – PICS Diversity Village  
**Location:** Surrey (Head Office)  
**Hours required:** Full Time (35 hours per week)

#### **Job Overview:**

Progressive Intercultural Community Services Society (PICS) is a registered community-based non-profit, multi-service organization with about 150 staff and an annual budget of \$10 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 3-storey, 125 bed, residential care facility that will have the ability to provide culturally sensitive Long-Term Complex Care to seniors with a South Asian background in a sustained and purposeful manner, within the context of person-centred care.

The estimated cost of this project is approximately \$60 million and PICS Society is expected to raise at least \$5 million over the next four 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 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 existing 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 organize fundraising events and activities, and arrange sponsors for the fundraising events – annual fundraising galas; meet & greet and dinner events with community and business groups; and Radiothons

- Develop and prepare promotional materials – brochures, presentations, PSAs and advertisements to raise awareness of PICS Diversity Village project
- Maintain a database of all fundraising activities – donors, sponsors and dollar amounts
- Prepare and submit monthly and quarterly fundraising activity reports to PICS management
- 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 fundraising and secure major gifts from these prospects
- Proactively explore options for identifying major donor prospects from the corporate sector and participate in donor/prospect cultivation, identifying donation, sponsorship and naming opportunities for the DV project
- Promote Legacy/ Endowment opportunities to potential donors

### **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
- Experience working with the South-Asian community is an asset
- Prior experience working with non-profit organizations is desirable
- Experience working with medium size organizations is desirable
- Proven experience in soliciting donations and sponsorships from the corporate sector

### **Skills and Abilities:**

- 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
- Fluency in a second language, Punjabi and/or Hindi is desirable

**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 a resume and cover letter, stating salary expectation, to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use the job title 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.)