



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title: Fundraising and Event Coordinator
Reports to: Director of Marketing, Communications, and Fundraising
Location: Surrey Head Office
Hours: 35 hours/per week
Wage: \$32.00 – \$37.00

Job Summary: PICS Society is seeking a passionate and motivated Fundraising and Event Coordinator to join our team. Reporting directly to the Director of Marketing, Communications, and Fundraising, this individual will play a key role in supporting PICS Society's fundraising efforts and event planning, specifically focused on our community-driven programs and services as well as the Guru Nanak Diversity Village Project.

The Fundraising and Event Coordinator will assist in organizing and **executing events, securing sponsorships, engaging with donors**, and ensuring successful campaigns that support the mission of PICS Society and the Guru Nanak Diversity Village project. The ideal candidate will be detail-oriented, creative, and committed to advancing PICS's impact through strategic fundraising and event initiatives.

Key duties and Responsibilities:

Fundraising Campaigns and Strategy:

- support in securing sponsorships, donations and managing relationships with donors, corporate partners, and community organizations;
- help track fundraising progress, ensuring that supporters are kept informed and engaged;
- collaborate with the marketing team to create promotional materials for fundraising campaigns;
- collaborate with Accounts team to manage the Donor database and Donation funds, ensuring all information is accurate and up-to-date; and
- proficient in using social media for fundraising and promotion.

Event Planning and Coordination:

- plan and coordinate fundraising events, including galas, auctions, community dinners, virtual events, and more, ensuring all logistics are managed effectively;
- oversee event timelines, vendor relationships, contracts, and on-the-day execution to ensure smooth operations; and
- develop event promotion strategies and materials that align with PICS Society's goals and brand.

Donor Relations and Communications:

- assist with donor communication, including thank-you notes, impact reports, newsletters, and event invitations to build strong, lasting relationships;
- presentation skills are must;
- administrative support;
- maintain event and fundraising budgets, and track expenses; and
- help ensure compliance with all legal, regulatory, and organizational guidelines related to fundraising.

Qualifications:

- minimum of 2-3 years of experience in fundraising, event planning, or a related field;
- strong communication and interpersonal skills, with the ability to engage and cultivate relationships with donors, sponsors, and community partners;
- excellent organizational skills, with the ability to manage multiple tasks and deadlines in a fast-paced environment;
- proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with donor management software (e.g., Raiser's Edge, Salesforce) is a plus;
- knowledge of the fundraising landscape and best practices, including grant writing and corporate sponsorships;
- demonstrated experience in planning and executing fundraising events, both in-person and virtual;
- passion for community development, social justice, and the mission of PICS Society and the Guru Nanak Diversity Village Project; and
- self-motivated, adaptable, and able to work independently and as part of a collaborative team.

Requirements:

- **access to vehicle & clean driver's abstract is mandatory;**
- some evenings & weekend work would be expected, including working alone;
- attending networking events in the region to build and develop connections; and
- criminal record check is a must (Vulnerable Sector).

How to Apply: Please submit a resume and cover letter stating salary expectation to PICS HR Department at 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.)