



JOB POSTING

Position: Director of Development and Communication
Location: Vancouver
Position Type: Full time permanent, 35 hours

Summary

This position oversees the agency's ongoing strategic approaches to the following: funding opportunities; internal and external communication strategies; and, the implementation of effective strategies to maintain a consistency in the agencies brand and mission. This position is critical for the preparation and promotion of potential expansion of programming, services, innovation, and partnerships. The position is responsible to uphold the agencies mission, vision, and guiding principles. This position supervises the Marketing & Communications Coordinator and the Manager of Grant Development. This position reports to the Chief Executive Officer.

Job Duties, Responsibilities, Development and Strategy

- Research and oversee agencies preparation of potential expansion of existing and future programming, services, partnerships and innovations
- Participate in strategic planning and budget initiatives and be accountable for assigned projects
- Maintains statistics and records in regards to projects and ensures that all documentation is complete and accurate
- Oversees the research of funding opportunities and proposals managed by the Grant Development Manger
- Supervises the co-ordination of special events and community fundraising initiatives
- Provide strategic support to the Associate Director and Program Team Leaders in building strategies towards growth for the agency
- Develop a donor-centered plan to ensure accurate monitoring and stewardships

Organizational Leadership and Project Management

- Monitors and ensures approved organization policies, practices and procedures are understood and followed
- Maintains statistics and records in regards to projects and ensures that all documentation are complete and accurate
- Work alongside the Associate Director to maintain the organizational structure and identify and address any gaps within the agency
- Partake Agency committees to ensure meeting compliance and policies and procedures
- Fosters a positive relationship with staff members and encourages staff ideas and input



HEAD OFFICE/VANCOUVER NE
101-2780 East Broadway
Vancouver, BC V5M 1Y8

MAPLE RIDGE
22323-119th Avenue
Maple Ridge, BC V2X 2Z2

TRI-CITIES
2062 Manning Avenue
Port Coquitlam, BC V3B 1L6

NORTH SHORE
301-255 West 1st Street
North Vancouver, BC V7M 3G8

VANCOUVER NW
201-460 Nanaimo Street
Vancouver, BC V5L 4W3



- This position also prepares correspondence, reports and other documents including confidential and financial documents for the Board of Directors and Chief Executive Officer.

Communication and Stakeholder Engagement

- Develop a strategic communication plan to uphold brand guidelines, mission, vision and principles across all stakeholders: government, donors, businesses, employees and community partners
- Ensure listerv's, website, and online content is accurate and up-to-date
- Contribute to internal and external stakeholder partnerships to inform, support and strengthen Westcoast Family Centres Society relationships with communities, donors, staff and other stakeholders
- Overseas the preparation of reports, briefs, speeches, presentations, press releases, newsletters and staff bulletins
- Maintains/coordinates liaisons with other agencies, professionals, government officials and our community partners.
- Establish and cultivate strong relationships with peers, across different levels of the organization and external community.
- Perform other related duties as required by Chief Executive Officer

Knowledge and Abilities

- Demonstrated ability to lead, coach and build a team, including setting & maintaining high performance standards, monitoring and evaluating performance, and mentoring others to maximize their potential
- Demonstrated advanced inter-personal skills, including highly developed empathic listening skills and an ability to effectively interact with people of all ages and cultural backgrounds
- Strong problem solving and critical thinking skills, including an ability to work with others to find a mutually agreeable outcome
- Strong organizational skills and business acumen, including an ability to reprioritize and adjust to a changing environment
- Excellent oral and written communication skills, including public speaking, report writing and Board presentation skills
- Ability to work independently and as part of a team

Qualification Requirements

- Bachelor's degree with a Master's degree preferred in related field
- 2-5 years of professional experience. Experience working with or in a not-for-profit, charity, or community based organizations
- At least 2 years of supervisory experience and capacity to manage multiple projects simultaneously



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- Experience with website and newsletter production and message development
- Knowledge of CMS, CRM & fundraising software (ex. Raiser's Edge, Salesforce, etc.) and experience managing information systems databases and digital tools.
- Strong writing and presentation skills
- Clear criminal record check
- This is a non-union position.

Working Conditions/Special Requirements

- Able to work flexible hours. May involve working evening and weekends when required.
- Operates out of the Vancouver head office
- 35 hours/week
- Criminal record check prior to employment, and subject to regular review
- Valid driver's license and access to a reliable vehicle with adequate insurance (business level)
- Up-to date membership in relevant professional association or societies

Direct Reports

- Communications Coordinator
- Manager of Grant Development

Start Date: As soon as possible
Position Type: Full time permanent, 35 hours per week
Reports to: Chief Executive Director
Location: Vancouver
Union: This is a non-union position
Benefits: Full benefits package
Salary: TBD based on experience
Posting Date: September 27, 2017
Closing Date: **October 4, 2017 by 4:00pm**

Please submit resumes to: Email: careers@westcoastfamily.org

Please note only those selected for an interview will be contacted. Applications must be legally eligible to work in Canada.



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