



Manager, Fundraising & Community Engagement

Whistler Community Services Society (WCSS) provides inclusive support and is an advocate to create and build a healthy community. We value trust, respect, advocacy, and collaboration. As an accredited charity by Imagine Canada, we uphold the highest level of standards to improve our organization.

Job Summary

As the Manager of Fundraising & Community Engagement at WCSS, you will use your experience understanding the unique perspective of target audiences to influence and engage stakeholders for WCSS. Every choice you make, from engagement to fundraising efforts inspire emotions and encourages stakeholders to be curious about WCSS.

You effectively promote WCSS awareness through development of connections and attachment that lead to meaningful relationships. As an experienced and motivated fundraising professional, you will plan and implement projects designed to increase fundraising efforts. You will collaborate and support the Executive Director (ED) and leadership team using your strong leadership skills.

Duties and responsibilities

- Responsible for the identification, cultivation and engagement of individuals, foundations and corporate donors to meet fundraising goals and align with the mission, vision and values of WCSS.
- Develop an engagement and fundraising plan that supports the strategic and communication plans.
- Collaborate closely with the ED and leadership team to support diversity in growth.
- Analyze, develop, and evaluate reports, systems and statistics as a tool to measure impact.
- Strive to diversify the funds available to WCSS regionally, provincially, and nationally.
- Ensure WCSS maintains the appropriate software (CRM) to effectively manage its donor relationships.
- Identify, assess, present and implement new development trends that have a positive return.
- Oversee donor and stakeholder communication that supports grant writing, fundraising and engagement of donors, including fundraising acknowledgement and recognition in collaboration with the leadership team.
- Be the organization lead on grant writing, working along side other leadership team members.
- Work with the Finance Manager to prepare and manage relevant areas of the budget.
- Follow all WCSS policies and procedures.
- With the ED, create, facilitate, and manage presentations at community events when requested to present on behalf of WCSS.
- Support and provide guidance to the ED, Board members, employees and volunteers on fundraising activities.
- Actively contribute to a culture of collaboration that supports empathy and work life balance.
- Working with the Leadership team, assist in creating a business plan for WCSS
- Contribute to the communication plan and communication efforts for WCSS
- Attend and/or work at meaningful community events that assist with growing awareness of WCSS (Whistler Blackcomb Foundation, Whistler Chamber etc)





Qualities and Qualification

- Bachelor's degree or college diploma in business, nonprofit administration, public administration/relations, or communications.
- A Certified Fund-Raising Executive credential would be an asset.
- Proven relevant experience in business administration, fundraising, engagement or community development is desired.
- Be engaging and professional. Enjoy spending time with people, networking, in person connection and a knack for leading that helps engage others in goals.
- Superior interpersonal, organizational, planning, written and verbal communication skills.
- Knowledge and experience with communication strategies and plans.
- A flexible, dynamic, creative team player with resiliency and adaptability.
- Effective time and task management skills, with an ability to multi-task and balance conflicting priorities with poise, calm and confidence.
- Knowledge of nonprofit/donor management software, Microsoft Office suite, event registration systems
- Able to develop and maintain inclusive relationships with stakeholders, targeted audience, employees and other foundations.
- Able to see the big picture while being committed to WCSS's mission and vision.
- Strong understanding of fiscal process and budgets.
- Thrive on building and maintaining meaningful relationships with donors, funders, and partners.
- Comfortable and professional public speaking skills.
- Previous project and/or event management experience.

Working and Physical Conditions:

- This is a remote-work role, based in the Sea To Sky corridor with regular in person meetings required both at our offices in Whistler and around the community.
- Exposed to moderate level of noise in an indoor setting when in the office.
- May require sitting or standing for long periods of time.
- From time to time, may be required to lift and move equipment that can weigh approximately 50 lbs.

Reports to: Executive Director

Status: Part-time, 24 hrs/week

Wage: \$34/hour

