



Employment Opportunity Fund Development & Communications Officer

Part Time, 3 days per week with flexibility

Position Highlights

Bring your wealth of skills in relationship-building, communications and networking, and your not for profit knowledge and passion to the Fund Development and Communications Officer role at PIRS!

We are seeking a Fund Development and Communications Officer to lead our funding, relationship-building and awareness activities as we plan and build for the future.

This multi-faceted role coordinates the agency's fund development and communications strategies. Both aspects of the role focus on raising Pacific Immigrant Resources Society's visibility and support within the community toward the goal of enhanced organizational growth and sustainability over the short and long term.

Main Responsibilities

The Fund Development and Communications Officer is responsible for fund development activities, grant writing, event planning activities, and fostering positive relationships with donors and our communities.

Communications responsibilities include creating external articles, promoting the organization's mission through storytelling, creating web and social media plans and content, and managing the organization's public image through public relations plans and media connections.

Desired Qualifications

- University degree in a related field or a combination of education and professional experience related to the position
- Minimum 3-5 years of experience in fund development
- Demonstrated experience in fundraising and grant writing
- 1 - 2 years' experience in writing communications, grant applications
- Demonstrable success in executing social media strategies for fundraising
- Experience of using a fund development database
- Demonstrated proficiency with computer operations and software systems including Microsoft Office, fundraising software and social media platforms
- Demonstrated ability to network, build relationships and closing techniques
- Highly skilled inspirational writing and story-telling abilities

Position Information

Based in Vancouver, British Columbia, PIRS empowers immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based programs.

Supporting immigrants and refugees since 1975, our vision is a society that values the diverse contributions of immigrants and refugees and promotes the enrichment of their lives.



PACIFIC IMMIGRANT RESOURCES SOCIETY

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Member Agency

United Way
Lower Mainland

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work.

We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

To apply, send resume (2 pages maximum) and in lieu of a cover letter please include 300 words on why the work of PIRS matters and why you are passionate about our cause.

Send both in one PDF document to:

Mariam Bouchoutrouch, Executive Director
Email: ed@pirs.bc.ca
Deadline for applications is Sunday, May 6, 2018.

Thanks to all who apply. Only short-listed candidates will be contacted.

