

COWICHAN VALLEY HOSPICE SOCIETY  
DEVELOPMENT & COMMUNICATION ASSISTANT

JOB DESCRIPTION

**Position Summary:**

Cowichan Hospice is seeking a new member for our fundraising team. In this role, you will support the fundraising activities and communication to develop and sustain community engagement and strong philanthropic support of Cowichan Hospice services.

You are a confident communicator with skills in building strong and authentic relationships with our community and donors.

Training and coaching will be provided to help you grow into an impactful role that may include database management, project management, leading research projects, proposal development, and reporting.

Developing a donor-centric understanding of fundraising will be key in this role.

**Under the direction of Development Coordinator, your responsibilities will include:**

**Fundraising**

- **Maintaining donor database**
  - Process and track donations
  - Prepare receipts
  - Record notes
  - Conduct analysis of internal data
  - Prepare donor-related and financial reports
- **Ensuring timely communication with donors**
- **Participating in planning and organizing fundraising community events**
- **Supporting third-party fundraising (such as the Cycle of Life Tour, Reel Alternatives Cowichan),**  
in collaboration with local organizations through social media posts, posters and other written materials as needed; **cultivating corporate sponsorship opportunities**
- **Expanding digital marketing/fundraising**
- **Keeping up-to-date with best practices and solutions regarding community-centered fundraising**

**Communication**

- **Maintaining a social media presence through Facebook and Instagram**  
Regularly develop and post content, respond to comments on each account, link community partners or sponsors and create posts for social media campaigns as needed
  - Help build brand awareness
  - Keep up-to-date with social media community-building and fundraising best practices
  - Review the efficiency of our communication activities and suggest improvements



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- **Maintaining electronic email contact lists**
- **Helping to write, design and produce community, donor and fundraising communication materials** such as brochures and posters, blog posts, social media posts and e-blasts
- **Updating the Cowichan Hospice website**
- **Drafting of press releases & developing and maintaining relationships with local media outlets** to ensure consistent visibility of the organization in the public sphere (not including media interviews)

**Required education and experience:**

- Completion of a two-year related certificate or diploma (e.g. communications, marketing, fundraising) or two years of related experience in fundraising in a not-for-profit environment, or an equivalent combination of training and experience

**Required knowledge, skills and abilities:**

- Strong interpersonal and communication skills, both verbal and written
- Commitment to a client-centered environment, and to Cowichan Hospice values: Compassion, Respect, Integrity, Collaboration, Diversity, Honouring Life, Equity, Accountability
- Excellent skills in Microsoft Office, with experience in database management, PowerPoint, Teams, Constant Contact, Wix, Outlook, InDesign, Canva and Photoshop an asset
- Ability to maintain confidentiality
- Ability to work both independently and as part of a team in a collaborative environment
- Flexibility and availability for occasional evening and weekend work
- Valid BC Driver's License
- A second language is an asset

**A successful applicant will be expected to:**

- Complete Cowichan Hospice volunteer training and Association of Fundraising Professionals' "Fundamentals of Fundraising" course
- Learn fundraising principles and practices, key fundraising metrics, and segmentation methods
- Learn about CRA guidelines for charitable receipting, Personal Information Protection and Electronic Documents Act (PIPEDA) and Canada Anti-Spam Legislation (CASL)

**Please submit a cover letter along with your resume.**

**Compensation:** \$26 per hour, 35–37 hours per week

**Benefits:** Pension plan and extended health benefits upon successful completion of a three-month probationary period

This is an **office-based, fixed-term maternity leave contract** for six months, with the possibility of extension and potential internal permanent employment opportunities.

For more information, please contact Monika at [monika@cowichanhospice.org](mailto:monika@cowichanhospice.org) or 250-701-4242