

Development & Communications Officer

For over 30 years, Aunt Leah's Place has helped prevent children in foster care from becoming homeless, and mothers in need from losing custody of their children throughout Metro Vancouver. To support them on their journey to self-sufficiency, we provide supported housing, job training and coaching on essential life skills.

We work proactively at the 'entry' and 'exit' points of the foster care system, helping low-income families maintain custody of their children and for foster youth readying to 'age out' with supports similar to what modern parents do for their own adult children in transition.

Aunt Leah's has an immediate and exciting opportunity for a full-time regular Development & Communications Officer. We are looking for someone who is passionate about working for a non-profit organization, enhancing the lives of youth, and supporting social programming through a variety of activities.

Job Summary: Write, research, and manage a diverse portfolio of funding applications and proposals which successfully support the vital work that changes the lives of youth aging out of care. Play a key role and provide support to the leadership team in financial management, communications and data base operations. This position will help support the development needs of the organization, plus a communications portfolio, which works as a hybrid role to support both the communications and funding needs at Aunt Leah's.

This position is funded, in part, through the Career Focus Program. To participate in Career Focus Program, youth must be:

- *Between the ages of 15 and 30 (inclusive) at the time of intake/selection*
- *Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada*
- *Legally entitled to work according to the relevant provincial/territorial legislation and regulations*
- *Not in receipt of Employment Insurance (EI) benefits.*

Reports to: Director of Development & Communications Lead

Qualifications:

- Experience in the non-profit sector.
- A diploma, degree and/or experience showing strong writing, argumentation and critical thinking skills.
- Experience in Communications and Fundraising, or a combination of relevant education and experience

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Strong research skills
- Strong interpersonal skills
- Knowledge of development/fundraising/communication concepts
- Empathy and compassion toward people with barriers
- Ability to create budgets and read financial statements

- Demonstrated ability to be organized and prioritize to meet multiple deadlines
- General computer skills and familiarity with Microsoft Office Suite (Outlook, Word, Excel)
- General knowledge and experience using various Social Media platforms
- Highly creative and passionate in pursuit of implementing and using new ideas to help solve difficult social problems
- Ability to work independently and in a team environment

Requirements:

- Criminal Record Check
- Adherence to the Aunt Leah's Code of Ethics
- Follows Aunt Leah's Practice Guidelines

Key Duties and Responsibilities

Development

- Ensures that fundraising projects meet dead-lines and required reporting is provided in a timely manner.
- Assists the Director of Development with grant applications and organization materials
- Oversees a small portfolio of funders
- Ensures that funding applications meet dead-lines, that successful projects are implemented in collaboration with programming staff, and that all required reporting is provided in a timely manner

Communications

- Write, copy edit and manage the production and distribution of quality communication & marketing materials (i.e. social media, blogs, website content, brochures, posters, newsletters, press release/briefing, white papers, annual reports, etc.), including contributions from youth, volunteers, and employees, in both print and digital formats
- Work collaboratively across the organization to develop communication and marketing strategies and materials that support organization development, social enterprises, and program-specific objectives
- Develop relationships with journalists, bloggers, advocates, stakeholders and other audiences

Outcomes Management

- Works with Programming Staff to ensure the delivery of required reporting outcomes.

Social Enterprise (Urban Thrift):

- Works in collaboration with the Development Team to seek out opportunities.

Physical Demands

- Work performed in an office environment
- May be required to attend off-site training on occasion

We Offer:

- A comprehensive benefit package that includes: dental, extended health care including vision care and prescription, employee discount at our Thrift Store, personal time package, and RRSP after 1 year of employment.
- Professional Development
- Collaborative and supportive work environment
- This is a full time regular opportunity (37.5 hours a week).

Salary: Commensurate with qualifications.

How to apply:

Interested and qualified applicants are invited to email your resume with a cover letter to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org. We thank all applicants in advance. Short listed candidates will be contacted for interview.