

# HOLLYHOCK

**Position:** Fundraising Coordinator

**Reports to:** Development Director

**Start Date:** ASAP

**Hours and Location:** Full-time, Year-Round, in Vancouver

**Salary:** \$37,000 - \$42,000 per year plus benefits, commensurate upon experience

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people making the world better.** From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock has been transforming North American society for over 37 years. Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

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## ABOUT THE ROLE

Reporting to the Director of Development, the Fundraising Coordinator is the backbone of our fundraising operation. The ideal candidate is committed to a #donorfirst philosophy and is ready to get their hands dirty. This position will see it all, and the right person will be spend their days participating in fundraising campaign strategy, processing and tracking donations, following up on pledges, maintaining donation tax records, creating fundraising collateral, assisting with grant research and writing, creating reports to funders, supporting fundraising events, and overseeing the ongoing implementation of our donor recognition and stewardship program to foster positive long term donor relations.

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## ABOUT YOU

You are ready for a challenge. You like a fast paced, thoughtful environment that will challenge you to be your best self. You want to learn, grow, and are ready to work as a key member of a team. You are diligent and detail-oriented and you can align around a plan and see it through. You understand technology and you look for ways to work more efficiently. Databases, Google Sheets, and excel are your comfort zone. You are not scared about the role money plays in social change. With a warm openness, you are ready to explain why financial support is critical to our organization in email, on the phone, or face to face.

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## QUALIFICATIONS

### *Our Dream Candidate possesses:*

- Incurable attention to detail
- Fascination with data and reports
- Creative ideas on how to express gratitude to donors
- A personality that thrives in a fast-paced team environment
- Organized record-keeping with analytical skills
- Excellent phone and communications skills
- Data-base management skills (E -Tapestry), excel, google sheets
- Experience in event production
- Highly experienced with Google Drive: Docs, Sheets, Slides, etc
- Graphic Design background beneficial
- Creative writing
- Grant research and writing

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## APPLY

This position is open until it is filled. Please get your application in as soon as possible.

Apply by emailing [penny@hollyhock.ca](mailto:penny@hollyhock.ca) with your resume and cover letter.

Please note: only short-listed candidates will be contacted.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.