

HOLLYHOCK

Department: Fundraising

Reports to: Development Director

Salary: \$48,000- \$60,000 plus benefits

Schedule: 5 days per week (40 hours), year-round

Location: Vancouver/Remote with occasional work on Cortes Island, or Full Time Cortes

ABOUT US

Hollyhock hosts meaningful experiences to inspire personal growth and social transformation.

We host over 100 programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to renewing our relationships with these First Nations peoples. Our campus boasts rustic accommodations, vegetarian buffet meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe 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. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

We are excited to be adding a Fundraising & Community Engagement Manager to our team. Working closely with our Development Director, this role will focus on building engagement with donors and program alumni with the goal of growing annual donations and donor retention levels.

KEY RESPONSIBILITIES

Community Engagement

- Work closely with the Director of Development and the Marketing Manager to design and develop, cultivation and stewardship initiatives, including execution of fundraising and stewardship strategies and programs, and segmented donor stewardship plans.
- Work with Social Innovation Manager and Program Manager to enhance cohort experience, creating programs and events to enhance participant and potential donor engagement.
- Collaborate with Development Director to host multiple stakeholder events throughout the year.

Fundraising

- Works with the Director of Development in developing the department's fundraising strategy, ensuring it is in line with organization vision, mission, and values.
- Design, develop and execute fundraising campaigns, including phone calls, paper mailing, and e-mails, to meet organizational fundraising goals.
- Make direct, face-to-face solicitations, and assist senior managers and Hollyhock Board with their solicitation.

Donations & Fundraising Administration

- Fundraising Data Management & Reporting.
- Managing the development of materials such as proposals, presentations, brochures and reports.

Sponsorships

- Work with the Development Director and Social Innovation Manager to assist in producing sponsorship reports.
- Liaise with sponsors for Hollyhock marketing materials when applicable.

QUALIFICATIONS

Our Dream Candidate:

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 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.

Ideally you have...

- 2-3 years of fundraising experience
- Experience in event production

- Excellent written and verbal communication skills
 - Organized record-keeping with analytical skills
 - Highly experienced with Google Drive: Docs, Sheets, Slides, etc
 - Graphic Design background beneficial
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APPLY

Please apply by sending your resume and cover letter to: pamela@hollyhock.ca

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.