

Position: Philanthropy/Development Officer

Reports to: Director of Development & Impact

Start Date: March 1, 2026, or sooner if available

Term: 4 days per week (32 hours), Permanent

Location: Remote from Vancouver / Vancouver Island regions, BC **or** In-person on Cortes Island. If remote, occasional travel to Cortes Island is required (1-2 trips per year).

Compensation: \$50,000 - \$54,000, 4-day work week (\$30–\$33 per hour)

- Health Benefits (including medical, dental, counselling) and Wellness Days, paid vacation, a complimentary program annually at Hollyhock, plus Hollyhock discounts for you and your family

Apply with your cover letter and resume to Jodi Peters: jodi@hollyhock.ca.

ABOUT HOLLYHOCK

Hollyhock nurtures inspired leadership through collective and immersive experiences, through renewing people's connections to themselves, one another, and the natural world. Community, connection and impact are the foundation of Hollyhock, through each uniquely curated gathering or program. [Get a taste of Hollyhock programming](#)

At Hollyhock, staff really care about each other. Season after season, staff consistently report that one of the best things about their work is the relationships they build with their colleagues.

We believe that our staff must reflect the diversity of the communities we serve. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

ABOUT THE ROLE

The Philanthropy Officer is a cornerstone role within Hollyhock's lean fundraising team. This position is responsible for ensuring that Hollyhock's fundraising systems, donor stewardship, and operational backbone run with care, accuracy, and integrity so that relationships with donors are nurtured and fundraising efforts can scale sustainably.

This role combines **hands-on operational excellence** with **donor-centered stewardship**. You will oversee the full lifecycle of donations—from gift processing and acknowledgements to reporting, stewardship, and systems optimization—while supporting fundraising campaigns, grants, sponsorships, and events.

You are the person who ensures that *no donor falls through the cracks*, that systems are trusted and up to date, and that the fundraising team can focus on relationship-building and strategic growth.

ABOUT YOU

You are someone who genuinely enjoys making complex systems work smoothly and beautifully. You care deeply about details, follow-through, and the donor experience. You take pride in accuracy, clear documentation, and thoughtful communication, and you understand that behind every gift is a relationship built on trust.

You are confident working independently, comfortable managing multiple priorities, and adaptable as timelines shift with the rhythms of fundraising and seasonal programming. You enjoy collaborating across departments, are comfortable picking up the phone to follow up on pledges or donor questions, and bring warmth, professionalism, and discretion to all interactions.

You are motivated by purpose-driven work and want to contribute meaningfully to an organization rooted in learning, connection, and social change. You value confidentiality, accountability, and shared success.

KEY RESPONSIBILITIES

Donor Operations & Stewardship (Primary)

- Process donations and tax receipts accurately and on time; track pledges and follow up on payments
- Execute Hollyhock's donor stewardship plan, including reports and briefing notes
- Maintain high-quality donor records in eTapestry and HubSpot

Development Systems & Reporting

- Maintain and improve fundraising systems, workflows, and documentation
- Produce reports to support strategy, forecasting, and decisions
- Support integration and optimization of fundraising tools (eTapestry, HubSpot, Asana, Google Workspace)
- Assist with U.S. donation processing, tax receipting, and fund flows
- Track fundraising metrics and contribute to internal dashboards

Grants & Sponsorship Support

- Manage grant and sponsorship calendars, submissions, and reporting requirements
- Support drafting, submission, and tracking of grant and sponsor applications and reports
- Assist with sponsorship administration, including proposals, contracts, and reporting

Campaigns, Communications, Events & Materials

- Update and coordinate production of fundraising materials in Canva, following templates and brand guidelines
- Support fundraising campaigns, including outreach, follow-up, and data tracking
- Assist with donor appreciation materials (cards, gifts, fund booklets, etc.)
- Support fundraising event logistics, including invitations, RSVPs, pledge tracking, and follow-up

QUALIFICATIONS

- Minimum 2–5 years experience in fundraising administration, development operations, or a related role
- Experience with donor databases and CRM systems (eTapestry and/or HubSpot preferred)
- Exceptional written and verbal communication skills
- High level of comfort handling sensitive information with confidentiality
- Strong organizational skills with extraordinary attention to (and passion for!) details
- Ability to manage a high volume of data while maintaining accuracy and quality
- Experience supporting events and fundraising campaigns an asset
- Proficiency with Google Workspace, Canva, Asana, Slack; experience with reporting and dashboards is an asset
- Comfort following up on financial commitments by phone or email in a professional, donor-centered way