

## **JOB DESCRIPTION**

### **Fundraising Organizer**

#### **Function:**

The Fundraising Organizer works as a member of the team to organize aspects of fundraising for BCEdAccess, from planning sponsorship packages to creating campaigns.

#### **Organizational Relationships:**

The Fundraising Organizer reports to the Executive Director, and works with other staff and volunteers as needed.

#### **Organizational Background:**

Established in 2014 and incorporated in 2018, the BCEdAccess Society is an organization of families of children and youth with disabilities and complex learners. We champion and support children and youth who have disabilities and who are complex learners to reach their full potential in BC education, and in all aspects of their lives. This is achieved through supporting families, sharing information, providing education to families, allies, professionals, and students; providing community engagement and awareness, and other activities to promote equitable access to education and inclusion for all. We run a well-respected annual parent/guardian advocacy conference, bringing together families, self-advocates, educators, and allies of children and youth with disabilities. We also do research into the exclusion of students with disabilities from school and community, and other disability issues impacting children and youth. We advocate to local, provincial and federal governments on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities. You can learn more about us on our website at <https://bcedaccess.com/>

#### **Duties and Responsibilities:**

The Fundraising Organizer's primary work during this contract period will be to seek sponsorships and host fundraising opportunities to help cover the costs of our annual conference, and to develop a year-end campaign. As a part of this work, they will assist in:

- Coordinating social media and email promotion
- Updating the sponsorship package
- Improving the donor experience on our website
- Seeking and managing sponsors and sponsorship agreements
- Planning other sources of fundraising
- Developing financing procedures for the future
- Assisting in other areas as necessary

#### **Qualifications**

##### **Required:**

- Demonstrated applied skills in Word, Excel, Powerpoint, Google Suite
- Comfort collaborating within a larger team



- Previous experience with finances or fundraising
- Ability to work remotely and unsupervised
- Possess excellent organizational and communication skills

**Other Useful Skills and Experience:**

- Skilled in writing (please provide a writing sample)
- Experience with website and graphic design
- Knowledge of education, disabilities, human rights, social justice
- Political science, marketing, business
- Event planning/volunteering/nonprofit experience
- Communications/marketing/public relations experience

**Job Type:** Contract, 8 week duration

**Pay:** \$18.20 per hour

**Hours:** 30 hours per week

**Anticipated Start Date:** May 9, 2022

**Location:** Supervised telecommuting (online)

***How to apply***

This position is made available through funding from the Government of Canada. Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which, “aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market”. To be eligible for a Summer Job position with BCEdAccess Society applicants must be between 15-30 years old.

**BCEdAccess is committed to being an inclusive, equitable and accessible employer. We want everyone in our organization to feel valued and welcome. Pursuant to Section 42 of the BC Human Rights code, preference in this job posting will be given to candidates who are disabled, Indigenous, Black and People of Colour, LGBTQ2S+, or from other protected classes. Candidates from these groups who wish to qualify for preferential consideration must self-identify, and if you need accommodation in any or all aspects of the selection process, just let us know. Self-identification information will be kept confidential to the hiring committee and discarded after the hiring process is complete.**

Interested candidates are asked to forward their resume and cover letter stating the job title in the subject line to [info@bcedaccess.com](mailto:info@bcedaccess.com). You may also include a sample of writing or portfolio if you believe it is applicable.

While we appreciate all applications, we can only contact those individuals selected for interviews.