



## **Job Posting #E012-19**

### **Fund Development Associate**

**Full Time – Head Office, New West**

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit [www.lookoutsociety.ca](http://www.lookoutsociety.ca)

### **Position Summary**

The Fund Development Associate assists the Development Coordinator in the research and writing of proposals, grants and other funding opportunities supporting all Lookout Society Programs. Other duties include research, writing donor management and supporting special events. This work requires assisting with proposal applications, researching grant opportunities and supporting fundraising activities. Some evening and weekend work may be required. Use of vehicle may be at times be required.

### **Qualifications:**

- Post-secondary degree or diploma in Communications or Marketing and/or a minimum of three (3) years' work or educational experience in a similar field.
- Occupational First Aid Level 1 Certificate is required along with a Criminal Record Clearance for the Vulnerable Sector
- Must be bondable
- Current Class 5 Drivers' License and Drivers' Abstract required.

### **Skills and Abilities:**

- Excellent research, writing, editing and proof-reading skills
- Excellent oral communication and presentation skills
- Strong ability to build and maintain effective working relationship in a diverse environment
- Excellent organizational and time management skills
- Ability to analyze and resolve problems with tact, discretion and good judgement
- Ability to work within a collaborative team environment
- Ability to manage the up to date digital I.T. systems including websites and social media (Facebook, Twitter, YouTube, Instagram, LinkedIn); background or interest in photography a definite asset.
- Ability to operate office equipment with excellent computer proficiency with Adobe Creative Cloud (InDesign, Illustrator, Photoshop, etc.), WordPress, Canvas and Microsoft Office programs

**Please submit resume and cover letter of interest to: [terri.mackay@lookoutsociety.ca](mailto:terri.mackay@lookoutsociety.ca)**

Applications will be accepted until **June 13, 2019 at 5:00pm**

**\*Only those short-listed will be contacted. No phone calls please.**