

Fundraising and Development Assistant

The Downtown Eastside Women's Centre (DEWC) has existed since 1978 to support and empower women and children living in extreme poverty in Vancouver's Downtown Eastside (DTES). Each year, DEWC assists thousands of women with trauma-informed approaches to care, culturally relevant programming, and service provision at four women-only (cis, trans and 2s inclusive) spaces in the DTES. The Fundraising and Development Assistant will join the administrative team in supporting fund development, grant writing, and event planning while working within the philosophy, mission and mandate of DEWC.

Role Summary:

Fundraising & Donor Engagement:

- Works with staff in the development and planning of fundraising events and activities including Herstory in Focus (annual gala event), third-party fundraisers, and charity runs (Eastside 10k).
- Helps to solicit partnerships, in-kind donations, and sponsorships for events and programs.
- Maintains the tracking of donations and assists with donor engagement and recognition.
- Assists with updating and maintaining online donation wishlist.
- Tracks donations and assists with recognition and engagement of donors.
- Assists with receipting tasks for donors.
- Conducts research to identify individual, government, corporate and foundation donor prospects.
- Assists with maintenance and updates of information in the donor database (Salesforce).
- Provides administrative tasks as needed.

Grant writing:

- Researches funding sources and opportunities for grant applications.
- Compiles documents & support information for grant applications.
- Drafts grant applications with support from Grants and Contracts Coordinator.

Required Qualifications:

- Female applicant (inclusive of transgender and self-identified women).
- Between 15 and 30 years of age.
- A Canadian Citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Strong writing, communication and organizational skills.
- Ability to problem solve and research information.
- Strong computer skills and familiarity with MS Office, Outlook.
- Fundraising experience an asset.
- Design skills and familiarity with design programs (Canva, Adobe Suite) an asset.
- Knowledge of social media platforms and Wordpress an asset.
- Experience working with non-profit or community organizations an asset.
- Knowledge of issues impacting women in Vancouver's Downtown Eastside, including violence against women, mental health, homelessness, and addictions an asset.
- Candidate must undergo a criminal record check.
- Women with addiction issues need to be at least 2 years clean and sober.