

Fundraising & Communications Assistant Job Description

About DEWC

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice, and injury. Through low-barrier drop-in centre and shelter services, DEWC provides basic needs services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions surrounding them. See website (www.dewc.ca) for details on our mission and mandate as well as programs and services.

Job Summary

The Fundraising and Development Assistant will work in collaboration with the Fund Development Team to carry out DEWC's fundraising strategy. Reporting to the Fund Development Team, she will help to plan fundraising campaigns and other events, develop grant applications, create documents, source new tools and techniques, support third-party fundraisers, solicit new stakeholders, maintain the CRM database, contribute to internal and external communications, and other administrative work as necessary.

Key Duties & Responsibilities

- Collaborates with the Fund Development Team to develop and plan fundraising campaigns, including DEWC's annual fundraising gala, third-party fundraisers, and charity runs.
- Helps to solicit partnerships, in-kind donations, and community sponsorships for events and programs.
- Maintains the tracking of donations and assists with donor engagement and recognition.
- Assists with updating and maintaining the website, including regular edits to our donor wish list.
- 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).
- 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.

Qualifications required:

- Must be between the ages of 15-30
- Strong writing, communication and organizational skills required
- 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 gender based violence, 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.
- Must be prepared to work flexible hours occasionally.

Reports to: Fund Development Team

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlilwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender-based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or addictions. It is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma.

DEWC staffs are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work. DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.