

## **Grants and Fundraising Coordinator**

### **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 Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them. See website ([www.dewc.ca](http://www.dewc.ca)) for details on our mission and mandate as well as programs and services.

### **The Opportunity**

The Fundraising & Communications Coordinator will work with the Fund Development Team to develop and carry out DEWC fund development strategy. She will ensure fundraising strategies pursue opportunities to support the services, programs and project work and reflect the mission and statement of principles of the society. Reporting directly to the Executive Director, the Fundraising & Communications Coordinator will work to lay the groundwork for improved fundraising and marketing of DEWC. She will work from a feminist perspective and within an anti-oppression framework.

### **About You**

- ✓ You have at least 2 years related fundraising experience including donor engagement, event planning, and implementing fundraising strategies within a non-profit environment
- ✓ You can promote and articulate the mission, mandate, philosophy, and values of DEWC
- ✓ You are knowledgeable of the issues impacting women in the DTES, including gender-based violence, mental health, homelessness, and addictions
- ✓ Must have knowledge of and aptitude for social media platforms and be IT proficient
- ✓ Excellent communicator including report writing
- ✓ Efficient organizational skills including record keeping, scheduling, and problem-solving abilities.
- ✓ You have or will obtain First Aid Certification

### **Benefits of Joining the DEWC Team**

**Healthcare:** Extended health & dental coverage including vision; prescription medications; alternative therapies; EAP; life insurance; and long-term disability

**Paid time off:** 3 weeks paid vacation in the 1<sup>st</sup> year, 4 weeks after 1 year; 12 paid statutory holidays; 12 paid sick days annually; and access to time off to handle family or personal situations

**For your Retirement:** Enrolled in the Municipal Pension Plan with a matching contribution from DEWC

**Other perks:** Compressed work schedule; employee loan program; regular staff development days; and DEWC employees are considered first for any open positions

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### **POSITION DETAILS:**

- Permanent– Full-time, 9 day fortnight schedule
- Excluded position - Salary - \$57K to \$67K depending on experience
- Posting Closing Date: Open until the position is filled Start Date: ASAP

Submit cover letter and resume to: **Grants and Fundraising Coordinator hiring**  
Via email [careers@dewc.ca](mailto:careers@dewc.ca)

For full job description visit: [www.dewc.ca/careers](http://www.dewc.ca/careers)

**Indigenous women and women of colour are strongly encouraged to apply / Additional languages spoken an asset.**

*\*\*While we thank all applicants for their interests, only shortlisted candidates will be contacted\*\**