

The Child Development Centre of Prince George and District is one of the largest and longest serving child development charities in the province. Each year, we help over 1000 children with developmental challenges, including approximately one in six of the region's preschool children. We assist children with their social, emotional, physical, cognitive, and communication skills using a multidisciplinary, collaborative approach. This foundation prepares them for greater success when they enter school, unlocking wider opportunities in the years beyond.



The Child Development Centre

of Prince George and District

Heart · Hope · A helping hand

We are currently looking for a team-oriented, hardworking, and well-organized individual to join our team as a

Fundraiser/Community Relations Manager

Full-Time, Permanent

Are you passionate about public relations and fundraising?

Would you like to work in a position that makes a difference in the lives of children?

Now is your chance, working with the Child Development Centre in Prince George.

Ideally, you have experience in the following:

- Identifying and soliciting potential sponsors, donors, and granters
- Developing and maintaining strong relationships with donors, external stakeholders, politicians, etc.
- Maintaining donor records, including using relationship/donor management software
- Tracking grants and donations, and fulfilling related reporting requirements
- Conducting related research and writing funding proposals
- Planning, organizing, and executing fundraising events and campaigns
- Increasing community awareness by creating compelling messaging and the use of websites, social media, emails, presentations, brochures, etc.
- Recruiting, overseeing and training volunteers to assist with fundraising

Preferred Qualifications:

- High school diploma, preferably with relevant post-secondary training, in addition to successful work experience in fundraising and/or public relations.
- Outgoing with excellent public speaking and communication/relationship-building skills.
- Creativity and persuasion skills.
- Detail-oriented with good organizational skills.
- Experience in writing grant proposals, press releases, and fundraising letters.
- Strong basic computer skills (experience with graphical design, desktop publishing and donor management systems preferred).
- Strong leadership qualities.

The salary range is \$60,000-\$85,000 per year, depending on education and experience. The position includes an excellent benefits package including extended health, dental, a defined rate pension plan, and more.

A valid Class 5 BC driver's license and suitable RCMP Police Information check are required.

Additional information about the Child Development Centre can be found on our website at <http://www.cdcp.org>.

Please submit your résumé and cover letter to careers@cdcp.org by **September 25, 2023**.

Attention: Darrell Roze, Executive Director,
Child Development Centre of Prince George and District,
1687 Strathcona Avenue, Prince George, BC V2L 4E7