

Impact and Community Giving Specialist

THE OPPORTUNITY:

Technology for Living (TFL) is in search of an experienced, performance driven, team-focused and detailed individual who would like to use their fundraising and grant writing skills to support program development within a small non-for-profit society supporting persons living with disabilities in the communities of British Columbia.

This position is a permanent full-time (37.5 hours per week) role with working days Monday to Friday, 8:30am-4:30pm.

This person will be required to work at TFL's main office in Vancouver.

This position starts as soon as possible.

THE ORGANIZATION:

Technology For Living (TFL) is a non-profit social purposed organization that has served people with disabilities in British Columbia for the past 50 years. Our primary purpose is to help people with disabilities live independently at home by providing, installing, and servicing assistive technology and home automation for people living with physical disabilities. We do this through the offerings of three member-centered programs: 1. Technology for Independent Living (TIL), 2. Provincial Respiratory Outreach Program (PROP), and our 3. Peer Support Program. TFL is an equal opportunity employer.

THE POSITION:

The **Impact and Community Giving Specialist** plays a vital role in supporting fundraising efforts for the Technology for Living the Peer and the TIL Teams' projects and equipment. This position focuses on researching and identifying new donor opportunities and stewarding existing relationships to ensure ongoing engagement and support. The role is responsible for preparing and submitting grant applications, as well as actively soliciting private and corporate donations. The individual works closely with the Finance Team to ensure the funds are well managed and appropriately recorded.

REQUIRED SKILLS & COMPETENCIES:

- Post-secondary education/courses related to the position - Project Management, Financial, Fundraising Donor Systems and related areas.
- Advanced working knowledge of computer application programs, including Microsoft office (Excel, Word, PowerPoint), Databases (Access).

technology for living

- Comfortable and savvy using and/or navigating new technology and computer programs.
- Demonstrates knowledge, skill and confidence in project development, management and implementation.
- Proactive, thorough and inclusive in preparations for events and activities.
- Demonstrates knowledge, skill and confidence in fund development initiatives and activities.
- Demonstrates knowledge, skill and confidence in financial services including record keeping and recording donations.
- Demonstrates confident and solid verbal and written communication skills in the English language.
- Strong interpersonal skills: ability to interact/communicate effectively with co-workers, members, caregivers, and other professionals in a respectful, courteous and empathetic manner.
- Ability to think analytically and use sound judgment.
- Work collaboratively, cooperatively and effectively with others to resolve challenges and make decisions to enhance the services offered to our members and team members.
- Confident & professional in presenting to stakeholders, members and fellow employees, for the purpose of informing and educating, by using a variety of formats.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Valid BC driver's license (class 5).
- Must be legally qualified to work in Canada.
- Successful applicant must pass BC Criminal Records Check.

HOW TO APPLY:

Application Deadline: Posted until the appropriate person is found.

Please send your cover letter and resume, in PDF format to rmarzetti@technologyforliving.org.

If you are the kind of professional who can work independently, take direction, is self-motivated and organized, will work in collaboration within a small office, is personable, mature, and professional, has a positive attitude, eager to learn and wants to make an impact, then we want to hear from you!

Thank you in advance for your interest and application. Only those shortlisted for an interview will be contacted.