

Job Posting: Philanthropy Officer

Organization Overview

The Vancouver Botanical Gardens Association (VBGA) and Vancouver Board of Parks and Recreation (Park Board) are joint operating partners of VanDusen Botanical Garden and Bloedel Conservatory. The VBGA is a charitable organization that offers membership, education, volunteer engagement, and fundraising programs to support the Gardens, and fulfills our mission to inspire generations to conserve, protect, and enhance the natural world.

Position Overview

The VBGA believes that when it comes to sharing our story, nothing compares to the human touch. We are seeking a skilled and passionate communicator, able to build authentic relationships and share the mission of the VBGA with our community.

Responsible for a broad range of writing-focused activities related to fundraising, we are looking for someone who can do the things that AI cannot replace. We want someone who can truly listen to our donors and our members, someone to make personal connections with potential funders, someone who knows when to use one word instead of ten, and when to use ten words instead of one.

If you have passion, drive, creativity, and are looking to trade the office chair for a picnic table, this may be the role for you!

What We Offer

- Permanent, full-time position (35 hours per week)
- Annual salary: \$55,000 - \$60,000 commensurate with experience
- Comprehensive benefits package
- RRSP matching program
- 3 weeks paid vacation, increasing with length of service
- Work at a beautiful, 55-acre botanical garden

Responsibilities

- Submit 30-50 high-quality proposals per year to foundations and major donors.
- Identify and qualify prospective funders, while maintaining our existing list of prospects.
- Support members of the philanthropy team to build relationships with a diverse range of funders.
- Develop 8-12 direct mail letters or emails per year.
- In addition to required reporting from specific funders, create 3 public reports on core programme areas.
- Work closely with the Marketing and Communications team to develop website, social media, and newsletter content.
- Maintain clear and concise records in all areas related to philanthropy.
- Monitor and report upon the effectiveness of various fundraising campaigns and grant proposals. Using a data-driven approach, identify opportunities for improvement.
- Assist with VBGA events as required.

Skills & Qualifications

- 2+ years' experience in a non-profit or similar organization, ideally in Vancouver and/or an organization working in conservation, education, mental health, or museums.
- Qualified to work in Canada and must pass a criminal record check.
- Must be able to work on-site 4 days per week at VanDusen Botanical Garden for the first 3 months, with potential for flexible remote work following probation.
- Proven success in fundraising or marketing communications.
- Must be an extremely competent writer, capable of utilizing a range of tones and approaches.
- Exceptional command of the English language, with a strong working knowledge of grammar and public writing best practices.
- Must thrive under pressure and be able to produce consistently high-quality work at a high volume.
- Experience working with databases, spreadsheets, and prospect research tools, preferably iWave, Grant Connect, and Donor Perfect.
- Able to build personal relationships beyond written communications; confident over the phone and in person.
- Knowledge of botany, gardening, conservation, or an interest in learning more is an asset.

Work Environment

- 35 hours per week, on-site at VanDusen Botanical Garden
- Following probation, regular flexible remote work is available
- Occasional weekend or evening work required
- Free onsite parking available
- Free or discounted access to events and education at the Gardens
- Participation in the Tourism Challenge, offering free or discounted access to BC attractions

Please submit your resume and cover letter to VBGA Recruitment: hiring@vandusen.org

Interviews will be conducted on a rolling basis. We appreciate the interest of all applicants, however only those considered for the position will be contacted.