



Title: Resource Development Officer

Hours of Work: 37.5 hours, 5 days per week

Compensation: \$75,000 - \$80,000 annually

Paid time off between Christmas and New Year, day off on birthdays, contribution towards training/wellness.

Probationary period: 4 months

Society Profile:

Seniors Services Society of BC (SSSBC) is a non-profit charity located in New Westminster, BC which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Purpose & Strategic Alignment:

Reporting to the Chief Executive Officer (CEO), the Resource Development Officer plays a strategic role in advancing SSSBC's financial sustainability and public profile. This newly consolidated position brings together fund development with strategic communications and social media, reflecting SSSBC's move to integrate donor engagement and public-facing communications under one function. The role leads fundraising strategy and donor relations directly, while overseeing external communications vendors (annual impact report, quarterly e-newsletter, and website) to ensure all content and messaging align with fundraising priorities and organizational goals. This position contributes to long-term planning and works closely with the CEO and Board to grow philanthropic revenue and strengthen SSSBC's community presence.

Position Overview:

The Resource Development Officer is responsible for leading the organization's fundraising and donor engagement efforts, along with SSSBC's social media presence and oversight of key communications vendors. Reporting to the CEO, this role will develop and execute a comprehensive fundraising strategy that increases philanthropic revenue, strengthens donor relationships, and grows public awareness of SSSBC's work — all in support of the organization's mission of helping seniors remain safely housed and connected to their communities. The successful candidate will maintain a consistent weekly social media presence, while directing contracted vendors responsible for the annual impact report, quarterly e-newsletter, and website, ensuring all external communications reflect a unified fundraising and organizational voice.

Key Responsibilities

1. Fundraising Strategy

- Develop and implement annual fundraising plans and revenue targets.
- Identify opportunities for growth in major gifts, grants, corporate partnerships, and legacy giving.
- Build and maintain a donor pipeline.

2. Major Gifts & Donor Relations

- Cultivate and steward major donors.
- Develop donor recognition and stewardship programs.
- Monitor donor database ensuring correct data entry and contact updates
- Support the CEO and Board in donor engagement activities.

3. Grant Development & Reporting

- Research and secure foundation, corporate, and government grants.
- Prepare compelling grant applications and reports.
- Track grant outcomes and reporting deadlines.

4. Communications & Vendor Oversight

- Maintain a consistent weekly social media presence across SSSBC's channels, aligned with fundraising and organizational priorities.
- Provide monthly reporting on social media performance.
- Oversee contracted vendors responsible for the Annual Impact Report, Quarterly E-Newsletter, and website, ensuring content and timelines align with fundraising goals.
- Serve as the primary point of contact for these vendors, reviewing and approving deliverables.
- Ensure financial accountability and adherence to budgets in all areas of work.

5. Events & Community Engagement

- Lead fundraising events and campaigns.
- Develop material and marketing of fundraising events/campaigns.
- Coordinate sponsorship opportunities.
- Strengthen community partnerships.

6. Board & Volunteer Engagement

- Support fundraising committee activities.
- Provide fundraising coaching and tools for board members.
- Prepare monthly fundraising reports and performance metrics.

7. Additional Duties

- Contribute to program development, data analysis, and reporting.
- Other duties as assigned.

- Train and supervise practicum students.
- Demonstrate a proactive attitude and flexibility in responding to emerging needs.
- Commit to ongoing professional development and training.
- Participate in shared monthly rotation for light office upkeep (e.g., kitchen tidying), consistent with all staff regardless of role.

Qualifications

- Minimum 5 years of progressive fundraising experience. Strong leadership, communication, decision making and conflict resolution skills.
- Proficiency in CRM systems, donor databases and Microsoft Office Suite.
- Knowledge of donor stewardship and relationship management.
- Excellent grant writing, stakeholder engagement, and presentation skills
- Budget management experience.
- Comfort with social media content and scheduling tools.
- Experience overseeing external vendors or contractors.
- Valid BC Driver's license and access to a reliable vehicle.
- Clear Criminal Record Check including vulnerable sector clearance.

Job Details

- This is a full-time permanent position – 37.5 hours/5 days per week
- Working Hours: Monday to Friday, 8:30am - 4:30pm. Some evenings and weekends as needed, reimbursed with in-lieu time
- Location: In person at 750 Carnarvon Street, New Westminster BC V3M 1E6
- Compensation: \$75,000 - \$80,000 annually. Salary will depend on the applicant's qualifications, experience, and skillset
- Probationary period: 4 months

Benefits

- Paid time off between Christmas and New Year
- Paid birthday leave
- Extended health and benefits
- Professional development and wellness support
- RRSP matching up to 2% after 24 months of employment
- Association of Fundraising Professionals (AFP) membership and conference attendance
- Opportunities to contribute to meaningful work supporting seniors in BC

How to Apply

Please submit your resume and cover letter to careers@sssbcc.ca

Deadline: Open until filled

Note: Only shortlisted candidates will be contacted. No phone calls, please