



PARKSVILLE-QUALICUM
**Community
Foundation**

CONTRACT AGREEMENT: Resource Development Officer

REPORTS TO: Chairpersons of PQCF

OVERVIEW:

The Parksville-Qualicum Community Foundation is poised for growth and ready for the Resource Development Officer to embrace working with our board of directors to dramatically expand our granting capacity in the community by raising money, developing relations with relevant professionals, and building awareness of the Foundation as a preferred choice for legacy contributions and endowments.

This **two-year contract** holds opportunity for renewal and for expansion based on resource growth achieved.

SUMMARY:

The Resource Development Officer (the Contractor) will provide services to the Parksville-Qualicum Community Foundation (PQCF) by working closely with designated directors to develop and implement a strategic approach to fundraising which may include (but is not limited to) individual and corporate donations, major gifts, annual giving, endowments, and in-kind resources on behalf of the Foundation. Secondly, the Contractor will assist with identification of potential opportunities to raise the public profile of the Foundation, and assist with activities related to the granting cycles. Support and maintain the Neighborhood Small Grant Program in the PQCF service area.

The Contractor will develop and maintain positive, productive relations with past and present Foundation donors and endowment clients, and the community at large to communicate the PQCF as worthy of trust and contribution.

The Contractor will be accountable to Chair of the PQCF, to fulfill the development objectives. It is expected that the contractor will work with the Chairs to establish goals and objectives for the first 12 months of the contract period. The Contractor will liaise with various directors as required to represent and promote the PQCF to the community.

KEY DELIVERABLES:

Resource Development:

- Ensure the PQCF meets best practice standards set for resource development organizations such as AFP and Imagine Canada;
- Ensure all PQCF resource development practices follow ethical standards, including “Donor Bill of Rights”;
- Ensure integrity of collection, record keeping and issuing receipts for donations, endowments and grants;
- Develop and maintain policies and procedures reflecting ethical fundraising practices;
- Coordinate the planning and execution of media and literature messaging including social media promotion;
- Coordinate fundraising activities to ensure alignment with the philosophy of the PQCF;
- Coordinate progressive development activities to attract financial resources to meet annual objectives, including planning and execution of events to develop funds and raise community awareness;
- Identify opportunities for board, donor and endowment prospects;
- Assess existing donor and endowment data base, making recommendations as necessary, to ensure reports can be generated to assist with all aspects of fundraising and donor/endowment appreciation;
- Work with Treasurer to ensure all monies are properly recorded, receipted, and assigned to the appropriate funds/account;
- Attend monthly board meetings and provide written reports on resource development activities;
- Make recommendations regarding the development of an annual resource development plan for review by the board;
- Develop relations with financial planners, accountants, lawyers and other relevant professionals;
- Identify and engage local charities with potential to start agency endowment funds;
- Assist directors with presentations to service clubs to raise awareness of the organization;
- Continue with development of relationship with Vancouver Island network, Vancouver Foundation and national network;

Marketing, Communications, and Public Relations:

- Maintain communication with existing and potential donors to foster continually positive relations conducive to donor development, including follow up after granting cycles;
- Annual grant reporting
- Work with designated directors to produce and distribute marketing and promotional materials for resource development;
- Promote good relations with media and help prepare talking points for interviews and presentations by board members;
- Co-creation and development of newsletter

Contract Budget:

- Work with designated directors to develop a budget associated with resource development, and determine appropriate reporting on same.
- Submit expenses monthly for reimbursement – work directly with treasurer

Education and Experience:

- University degree plus 3-5 years fundraising experience OR equivalent, appropriate community engagement experience.
- A certificate in Fundraising management is an asset.
- Ability to engage with a wide variety of stakeholders in the community.

Knowledge, skills and abilities

- Skilled at inspiring donor trust and confidence
- Capable of raising funds
- Excellent presentation and communication skills
- Knowledge of relevant legislation affecting charities
- Experienced with event planning/management
- Adherence to the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability code
- Proficiency in computer skills

Personal Characteristics:

- Creative/Innovative: Always alert for opportunities to improve processes and results;
- Ethical: Ensures personal conduct is consistent with organizational values;
- Relationship builder: Establishes and maintains a wide range of positive relationships;
- Effective communicator: Speaks, listens and writes with clarity and influence;
- Donor focused: Anticipates/responds to donor needs to meet and exceed their expectations;
- Team approach: Works cooperatively and effectively with others to set goals, resolve problems and make decisions;
- Strategic thinker: Ability to consider options and recommend best course of actions/organizes work effectively/acts quickly to identify, address and solve concerns.

Contractual Terms:

- The Resource Development contract is for an initial period of two years from the date of the agreement;
- The contract can be terminated without cause by either party with one month's notice;
- The contract will be formally reviewed in the context of achievement of objectives at twelve (12) months to confirm that all parties are mutually satisfied with the working arrangements;
- The hours of work are variable and will be determined by Foundation development objectives, meeting schedules, events, and requirements of directors, donors/endowment clients, grant recipients, etc.;

- Compensation will be \$30 per hour for a maximum of 50 hours per month, with the expectation that the Contractor will have a flexible approach to ensure the accomplishment of resource development objectives. Performance will be evaluated in relation to results achieved and first year accomplishments;
- In that the Contractor is not an employee, compensation will not be subject to withholdings for EI, CPP, etc. If the Contractor is registered for GST, Contractor invoices should include this taxation in addition to the contractual per diem;
- Shared office space is available; however, it is generally understood that the Contractor will operate from a home-based office. It is understood that the Contractor exercises judgment as to location and may need to meet with donors, clients and prospective donors and clients in a variety of locations based on prospect's needs;
- The Contractor and Board will determine the most reasonable way to manage a cell phone to be associated with this role; the costs for which will be paid for by the PQCF. No other equipment is eligible for reimbursement;
- A small budget for reimbursable expenses such as office supplies, postage, etc. will be available for use at the Contractor's discretion. Given the primary location of the Contractor, it is generally understood that the Contractor will be required to use a personal vehicle to attend PQCF board meetings and to meet with others in the catchment area of the Foundation. Standard government rates for mileage reimbursement will apply. Modest and reasonable expenses for client/prospect entertainment (coffee/lunch etc.) must be itemized and submitted to the Foundation Treasurer with original receipts on a monthly basis.

Name, Contractor

Date

Sarah Duncan, Chair, Parksville-Qualicum Community Foundation

Date