



Development Coordinator

(1 YEAR FULL-TIME FIXED-TERM CONTRACT)

Join our team as a Development Coordinator at SWAN!

ABOUT US:

[SWAN Vancouver](#) is a non-profit organization that operates on the stolen ancestral lands of the xʷməθkʷəyəm (Musqueam), Sḵwxwú7mesh (Squamish), and səliwətał (Tseil-Waututh) Nations. We are also honoured to work in the territories of the QayQayt First Nation, Kwantlen, qíçəy (Katzie), Semiahmoo, Tsawwassen First Nations, kʷikʷəłəm (Kwikwetlem) and Stó:lō Nation. Through frontline services and systemic advocacy, SWAN promotes the rights, health, and safety of im/migrant women who are engaged in indoor sex work. Centering safety, rights, self-determination, equity, and integrity, SWAN is an anti-racist, intersectional feminist organization that prioritizes the voices, lived realities, and needs of the im/migrant women we serve. All the women accessing SWAN's services are racialized, and our service and work are strongly influenced by multiple and varied intersections that im/migrant women experience in their lives, including race, class, age, socioeconomic and immigration status, language, and ability. As an employer, we are committed to paying a Living Wage, fostering a diverse, inclusive, and equitable workplace, and supporting the professional growth of our employees.

ABOUT THE OPPORTUNITY:

SWAN is looking for a Development Coordinator who is passionate about SWAN's mission and experienced in fundraising and donor management. The position is a one-year fixed-term contract with the possibility of extension. Our ideal candidate is a collaborative and thoughtful individual who communicates clearly and honestly, engages people in their decision-making and planning processes, and brings their commitment to intersectional feminism and anti-racism into every aspect of your work.

SWAN recognizes that people from communities who experience structural marginalization and oppression (e.g., based on gender, ethnicity, citizenship/immigration status, sexual orientation, socioeconomic status, and involvement in sex work) may be

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less likely to apply. We strongly encourage you to apply if you have a passion for SWAN's mission and meet the required qualifications and competencies. Applicants with lived experience in sex work, im/migration and/or the migrant work sector will be given preference. *Please note that it is SWAN's policy to never require disclosure of sex work experience.*

As the Development Coordinator at SWAN, you will be the driving force behind SWAN's fundraising efforts. Reporting to the Communications Manager, you will:

- Create and implement fundraising strategies and campaigns, including donor outreach, cultivation, and stewardship.
- Manage a donor database and communications by maintaining strong relationships with current and prospective donors.
- Plan and deliver fundraising activities and events within an established budget.
- Analyze fundraising activities, events, and donors to assess the effectiveness of fundraising efforts.
- Ensure SWAN's fundraising initiatives are in alignment with current research and best practices in the non-profit sector.

DESIRED QUALIFICATIONS:

- Post-secondary certificate or diploma in a related field (business administration, fundraising, non-profit management), or equivalent work experience.
- 2+ years of experience in non-profit fundraising, or a related field.
- Event planning experience is an asset.
- Experience working with staff in a bilingual environment is an asset.

CORE COMPETENCIES:

- Knowledge of fundraising practices.
- Knowledge of issues relating to sex work, im/migration, and gender equality.
- Full professional English proficiency.
- Fluency in Mandarin or Cantonese, and proficiency in the other is an asset.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient in Microsoft Office Suite.



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- Ability to work both collaboratively and independently.
- Ability to communicate clearly and build relationships of trust, including with people with different identities and lived experiences.
- Ability to identify and develop new approaches to challenges in one's work.

HOURS AND WORK LOCATION:

- Hours: 32 hours per week
- Location: Vancouver BC, Hybrid

COMPENSATION AND BENEFITS:

- Salary Range: \$43,000 to \$53,000 depending on experience, skills, qualifications, and internal equity
- Benefits: Extended health, dental, and vision coverage, 100% employer-paid
- Paid Time off: 3 weeks' vacation, pro-rated, plus paid time off between Christmas and New Years; Lunar New Year, Easter Monday, Indigenous Peoples Day, all BC statutory holidays; an additional floating religious/cultural observance day; and up to thirteen annual paid leave (sick/mental health) days
- Flexible work arrangements

HOW TO APPLY:

To be considered for the Development Coordinator position, applicants are encouraged to submit a resume and cover letter to jobs@swanvancouver.ca with the subject line Development Coordinator Application. Applications will be reviewed on a rolling basis starting on December 1, 2023. The posting will remain open until filled and will close without notice. Only applicants selected for an interview will be contacted. We kindly ask that candidates do not call the SWAN office. We thank all candidates for their interest and time in applying to this position.



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