



WILDERNESS
COMMITTEE

NATIONAL OFFICE
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WildernessCommittee.org

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Donor Relations Assistant (Vancouver, BC, unceded xʷməθkʷəy̓əm, Sḵwx̱wú7mesh and səilwətał territories)

The Wilderness Committee has an exciting opportunity for an engaging, motivated, team-oriented individual to join us as a Donor Relations Assistant at our head office in Vancouver, BC. **This is a full-time, permanent position based on a 4-day, 32 hour work week from Mondays to Thursdays. This is an in-person position in our office.**

The Wilderness Committee is a grassroots, people powered, wilderness preservation group that has a history of 45 years on the front line of environmental battles in BC and across Canada, with offices in Vancouver, Victoria, Winnipeg and Toronto. Recognizing that enshrining Indigenous rights and title is fundamental to addressing the biodiversity and climate crises, we have helped protect millions of hectares of wilderness, defended the most at-risk species in government offices and court rooms, and worked tirelessly to fight irresponsible fossil fuel development wreaking havoc on the climate and advocate for a just transition to a post-carbon society.

The Donor Relations Assistant is responsible for reception at the front desk, handles phone calls, e-mails and in-person visits from supporters and the public. The Donor Relations Assistant processes the mail each day, does all data entry and processes donations and payments. They also deal with sales to our webstore, review online donations, and support other database needs as required.

The successful candidate will be committed to the environment, social justice and Indigenous rights. They will have strong verbal and written communication skills, demonstrated customer service skills, and will be a problem solver with exceptional attention to detail and organizational skills. They will have a high proficiency for technological systems, including experience with donor CRMs, Microsoft word and excel.

As the Wilderness Committee Donor Relations Assistant, you will:

- Respond to phone calls, emails and perform other front desk reception duties
- Process mail, phone and in person donations and purchases, perform data entry, complete payments, update supporter information in the database, troubleshoot any issues that arise
- Review and process store purchases, review and monitor online donations, perform updates in the database and coordinate shipping with the distribution coordinator
- Reconcile daily bank deposits and reports for the finance department
- Handle a variety of donor stewardship and administrative tasks via phone calls, emails or mail as needed
- Other administrative tasks as required

You will have...

- At least 1 year work experience in an administrative role within a non-profit in the social justice sector and relevant supplemental education

- Proven experience using donor management software, previous use of Salesforce an asset
- Solid data entry experience and computer skills, including advanced knowledge of Microsoft Word, Excel and the Google suite. Experience using content management systems an asset
- An eye for details and proactive in resolving a situation
- Strong written and verbal communication skills
- Demonstrated customer service skills

You will be...

- Passionate about wildlife and wild places, and the Wilderness Committee's mission and core values
- Analytical, creative, and used to thinking outside the box
- Able to handle a large volume of work, with excellent organizational skills and the ability to prioritize multiple tasks
- A self-initiated problem solver who is reliable and enthusiastic
- Adaptable and flexible to work in collaboration with others as well as independently
- Comfortable working in a dynamic and diverse open office setting
- Committed to creating a positive and healthy workplace environment

Salary: \$58,565 per year plus benefits.

The Wilderness Committee is committed to employment equity as an ongoing process. We encourage qualified applicants from underrepresented groups, including women, Indigenous persons, racialized communities, persons with disabilities, and members of sexual or gender minority groups.

Conditions of employment: This is a full-time, permanent unionized position with BCGEU Local 2003 and thus pay and benefits are determined by the Collective Agreement. The Wilderness Committee has a 4-day, 32-hour work week, Mondays to Thursdays. Benefits include comprehensive medical and dental, a health savings account, a retirement savings plan, and annual leave starting at 3 weeks vacation plus a one-week year end closure.

Closing Date: Thursday, February 13th at 5pm Pacific Time or until the position is filled. *We thank all candidates for their interest and regret that only those candidates who are short-listed for interviews will be contacted.*

If you have a combination of skills and experience that you think make you a good candidate for this position, please don't hesitate to apply. We look forward to hearing from you. Please send a **cover letter** and **resume in a SINGLE PDF** with **Donor Relations Assistant** in the subject line to: [hiring@wildernesscommittee.org](mailto: hiring@wildernesscommittee.org)