

Fund Development Officer, Foundry Kootenay Boundary

Kootenay Boundary Community Services Cooperative (The Koop), BC

Summary:

Reporting to the Kootenay Boundary Community Services Co-operative's (KBCSC, or "the Koop") Executive Director, the Koop is seeking a part-time Fund Development Officer to develop and maintain a comprehensive fund development plan for Foundry Kootenay Boundary's \$2M+ capital campaign. The Fund Development Officer will join a team of passionate professionals and community members in transforming youth services in our region.

Date Posted: April 22, 2025

Position Title: Fund Development Officer, Foundry Kootenay Boundary

Location: Various locations within Kootenay Boundary, BC (Koop Office is located in Nelson; Remote working within West Kootenay and Boundary communities such as Rock Creek, Grand Forks, Nakusp, Kaslo, Salmo, and other locations.) Travel required.

Contract Terms: 24 hours per week until March 31, 2026, with possibility of contract renewal.

Start Date: May/June 2025

Description: Foundry Kootenay Boundary will become a vital resource for young people aged 12 to 24 living in West Kootenay and Boundary communities, British Columbia. Operated by [The Koop](#), this unique rural and remote service model will offer a comprehensive range of services including mental health and substance use support, drop-in counselling, physical and sexual health care, peer support, and social services. The service centres aim to provide a safe, welcoming, and judgment-free space where youth can access the support they need to navigate various challenges. Foundry Kootenay Boundary is part of a broader initiative to expand youth wellness services across the province, ensuring that young people have access to the care they deserve. Visit www.foundrybc.ca for more info on this unique model.

The Fund Development Officer develops and implements the fund development activities for the Foundry Kootenay Boundary capital campaign, raising the funds needed to open Foundry service locations in our region to support youth in living a good life. This role will lead the identification, solicitation, and stewardship of donors. This position will work with

the Foundry Kootenay Boundary team, fund development table, Foundry Central Office, and the communities to achieve the goal of a hub-and-spoke integrated youth services model in the West Kootenays and Boundary.

This position is available to start as soon as May 15, 2025. Work hours are 24 hours per week, between Monday to Friday, 9am to 5pm, with flexibility within these hours. Occasional meetings, trainings or events may occur outside the usual hours. The position is based in and around the West Kootenay and Boundary communities, and requires travel across the regions, as well as a home office. The Koop office is located in Nelson (access to a workspace available here as well). Access to a vehicle, valid driver's license, confidential and professional home office, and successful criminal records check is required.

The wages for this position will range from \$33.77 to \$35.70 per hour (according to experience), plus benefits according to the Koop benefit package. A full job description is available on our [website](#). If you do not have all qualifications outlined, but feel you would be an excellent fit, you are still encouraged to apply.

How to Apply:

Please send a cover letter and your resume to info@thekoop.ca. The closing date is May 11 or until the position is filled. Applications will be accepted and interviews conducted on a rolling basis until this position is filled.

The Koop welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.

We thank all applicants for their interest, however only those under consideration for the position will be contacted.

JOB DESCRIPTION:

Job Title: Fund Development Officer, **Foundry Kootenay Boundary**

Last Updated: April 2025

Job/Position Summary: Reporting to the Executive Director of the Kootenay Boundary Community Services Co-operative (KBCSC, or “the Koop”) is seeking a part-time Fund Development Officer to develop and maintain a comprehensive fund development plan for Foundry Kootenay Boundary’s capital campaign. The Fund Development Officer will join a team of passionate professionals and community members in transforming access to youth services in our region.

Category: Part-time (24 hours/week) | Contract until March 31, 2026, with possibility of contract renewal.

Wage Grid: According to CSEA Wage Grid 14-15

Key Duties & Responsibilities include:

RESPONSIBILITIES	INDICATORS
1. Develop and Oversee Foundry Kootenay-Boundary Capital Campaign	<ul style="list-style-type: none">• Creates capital campaign strategy with Koop Executive Director• Identifies and seeks funding opportunities• Establishes and achieves funding targets for Foundry Kootenay Boundary
2. Manages Donor/Funder Relations	<ul style="list-style-type: none">• Builds strong relationships with funders through the donor cultivation cycle, from prospect identification, qualification, cultivation, solicitation to stewardship.• Develops various payment vehicles and donor recognition strategies, ensuring donors are properly recognized for their support.
3. Leads Donor Solicitation	<ul style="list-style-type: none">• Writes grant and other funder proposals.• Solicits funds through written, in person and electronic communications.

RESPONSIBILITIES	INDICATORS
4. Organizes & Leads Fund Development Table	<ul style="list-style-type: none"> • Organizes in-person and/or online meetings with Fund Development Table. • Leadership/Coaching – Ability to direct and encourage participation from others. • Acts as a conduit between advisory table and other Foundry Kootenay Boundary committees and stakeholders. • Keep advisory members informed and engaged with regular updates and communications. • Recruit advisory members.
5. Manages Donor Records	<ul style="list-style-type: none"> • Keeps accurate up-to-date donor records • Implements donor management policies and procedures.
6. Oversees Donor Communications	<ul style="list-style-type: none"> • Maintains regular contact (minimum number of annual touchpoints) with donors through various channels. • Keeps donors and prospects updated on Foundry Kootenay Boundary activities.
7. Coordinates Foundry KB events	<ul style="list-style-type: none"> • Leads and participates in the planning of and securing sponsorship for Foundry Kootenay Boundary development events.
8. Supports Foundry KB Communication Strategy	<ul style="list-style-type: none"> • Provides input and support on communications strategy from a campaign and donor perspective.
9. Promotes Awareness of Foundry (KB and virtual)	<ul style="list-style-type: none"> • Promotes public awareness and support for the campaign by helping to develop and deliver public presentations and attend community events. • Presents to donors, advisory committees and stakeholders with Foundry vision and project activity updates. • Empowers fund development table members to become ambassadors for broader engagement from their communities.
10. Encourages the development of culture of philanthropy	<ul style="list-style-type: none"> • Provides mentoring assistance to other staff, board members and volunteers as needed regarding funding opportunities, project work tasks.

RESPONSIBILITIES	INDICATORS
11. Administrative and Financial	<ul style="list-style-type: none"> • Oversees capital campaign budget • Perform administrative functions, including writing reports, producing documents and presentations, leading or supporting policy development, and ensuring adherence to policies. • Consult on the development of the budget and follow the budget.
12. Reports to the Koop Executive Director and Foundry KB Project Lead	<ul style="list-style-type: none"> • Provides regular updates to Project Lead and Koop ED. • Provides the written reports on capital campaign activities quarterly.
13. Participates in different programs and activities, including outreach, professional development, etc.	<ul style="list-style-type: none"> • Engages in activities that move Foundry Kootenay Boundary forward as appropriate. • Participates in a sustainable local and regional coordination which includes regular review, feedback and implementation processes, in collaboration with the Koop, Foundry Kootenay Boundary, and Foundry Central Office. • Promotes the development of culturally sensitive services. • Participates in on-going professional development, including but not limited to fund development, youth and family engagement, facilitation, integrated youth services, decolonization.
14. Other	<ul style="list-style-type: none"> • Performs other duties as required.

Reports to:

The Fund Development Officer reports to the Koop Executive Director.

Education and Work Experience:

- Two years experience in a related field (fundraising, nonprofit administration, volunteer management, event coordination, youth services).
- Demonstrated ability to identify, solicit, and steward gifts of all sizes, including major gifts and annual donations.
- Grant writing, capital campaign and fund development experience is considered a significant asset.

- Formal Fundraising training through the Association of Fundraising Professionals, Council for the Advancement of Education (CCAЕ) or any other recognized organization is considered an asset.
- Secondary School Diploma or equivalent. Diploma or Degree in a related field (Nonprofit Management, Social Services, Public Admin., etc.).
- Demonstrated conceptual, research and analytical skills.
- Demonstrated lived experience with mental health or substance use or as a caregiver and personal readiness to work in the sector is considered an asset.
- Working knowledge of Office Suite (Word, Excel, Outlook, PowerPoint).
- Understanding of the Integrated Youth Services model is considered an asset.

Skill Requirements/Core Competencies

- Relationship building skills
- Strong research skills
- Highly strategic and organized
- Excellent time management skills and ability to meet deadlines
- Excellent oral, written and interpersonal communication skills
- High level of critical thinking, professional judgement, and problem solving under a broad range of challenging circumstances.
- Encompasses self-regulation, mindfulness, cultural safety, and inclusivity in community interactions.
- Self-starter with ability to work independently and show initiative, as well as be part of an interdisciplinary team.
- Knowledge of cultural safety and justice, equity, diversity, and inclusion practices, as well as the systemic issues and risk factors facing minority groups including LGBTQIA2S+ and Indigenous youth and young adults.
- Initiative/Enthusiasm/Innovation – Ability to manage and achieve and/or exceed identified goals.
- Strong desire to grow in this field.
- Commitment to support young people living a good life.
- Understanding of the Kootenay Boundary’s unique regional and geographic context.
- Physical ability to perform the duties of the position.
- Valid and unrestricted Class 5 BC Driver’s License with access to an insured, safe, and reliable vehicle. Mileage for use of personal vehicle will be reimbursed.
- Clean criminal record check.
- An Accredited Facility Dog works in our buildings and may be present at meetings and/or events.