



Resource Development Officer
Heron Hospice Society of Delta

Position Type: Part-Time (20 per week, flexible hours)

Join Heron Hospice Society of Delta as a **Resource Development Officer**. This part-time role (20 hours/week) focuses on organizing fundraising events, managing donor relationships, writing grants, and fostering community connections to sustain and grow our impact. The Resource Development Officer reports to the Society's Director - Operations.

Heron Hospice Society of Delta, located in Ladner, BC, provides support to families, caregivers and people navigating the end-of-life journey. We offer compassionate, responsive and evidence-based grief and bereavement programs open to all residents of Delta and Tsawwassen First Nation lands.

Key Responsibilities includes:

- Work with committee chairs to plan and execute signature events (e.g., Hike for Hospice, Heron Hospice Classic, Barnside Harvest Music Festival), collaborating closely with event committees.
- Build and maintain donor and sponsor relationships.
- Research and write grant proposals.
- Represent the Society in community events and initiatives.
- Implement a comprehensive annual revenue development plan aligned with organizational goals and mission.

Qualifications:

- Proven experience in fundraising or event management.
- Strong organizational and communication skills.
- Grant writing expertise and familiarity with donor management software.
- Proficiency in donor management software and the Google Workplace Suite.
- Demonstrated ability to work collaboratively with volunteers, staff, and external partners.
- Passion for community services.
- Ability to work a flexible schedule to support events and committee meetings.
- Drivers license and access to a vehicle is required.

Compensation: \$30-\$40/hour, commensurate with experience.

Work Hours: Regular hours will be Monday - Thursday, 9:00am-2:30pm, however flexibility to work evenings and weekends is required.

How to Apply:

Interested candidates should send their resume and a cover letter outlining their qualifications and enthusiasm for the role to info@heronhospice.org. Applications will be reviewed on a rolling basis, with the first review deadline on March 10th, 2025.

We are a community supported organization that prioritizes a welcoming and inclusive workplace. If you are interested in joining our team and possess the above listed skills, we want to hear from you.