

EMPLOYMENT OPPORTUNITY

Assistant Director of Development

Louis Brier Jewish Aged Foundation

The Louis Brier Jewish Aged Foundation raises funds to support the care and services provided at the Dr. Irving and Phylliss Snider Campus for Jewish Seniors, which includes the Louis Brier Home and Hospital and the Weinberg Residence.

We are looking for an **Assistant Director of Development**, who will support the Director of Development in all fundraising activities.

Responsibilities, including:

- Supporting and administrating the Foundation's database (Raiser's Edge) and other software used by the office. Supporting all the reporting requests of the Director
- Grant writing, research and all background work to ensure proper donor cultivation
- Organization of all donor recognition programs
- Participating with campaign and event planning and coordination
- Supporting all fundraising activities
- Assisting with the coordination of Foundation volunteers
- Contributing to the Foundation's reputation and presence in the community by cultivating and maintaining community relations, and attending community functions
- Helping to produce the Foundation newsletter and other publications including advertising, newspaper articles, website and other forms of media

Qualifications:

- Previous experience or interest in fundraising
- An undergraduate degree, or equivalent experience
- Excellent verbal, written and presentation skills
- Computer and data management experience, with working knowledge of MS Word, Excel and PowerPoint
- Demonstrated ability to work efficiently under pressure and remain focused within an evolving work environment
- Knowledge of our Jewish community would be an asset

Deadline Monday, April 7, 2014

For more information, call **Dvori Balshine** at **604-261-5550** or forward your resume in confidence to

LOUIS BRIER JEWISH AGED FOUNDATION
1055 West 41st Avenue, Vancouver, B.C. V6M 1W9
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LOUIS BRIER JEWISH AGED
FOUNDATION

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