

Delta Museum and Archives Society
Summer Employment Opportunity
Position: **Fund Development and Marketing Assistant**

The Delta Museum and Archives Society (DMAS) is seeking a temporary (summer – 13 weeks), full time (35 hrs/week) Fund Development and Marketing Assistant.

The Fund Development and Marketing Assistant will:

- Develops, writes and produces a variety of communication and marketing materials, including, but not limited to, promotional and event registration packages, art work, posters, advertisements, media releases, and articles for DMAS' summer newsletter;
- Carries out a range of activities related to the coordination of DMAS' annual fundraising golf tournament event, including, but not limited to: event research; preparation of mailing lists; sending out of information packages; preparation of an event budget; seeking players, sponsors and silent auction donations; engaging and coordinating event volunteer activities; maintenance of spreadsheets related to all registrants and participants of the event; monitoring/tracking all payments and pledged donations related to the event; and the organization of activities and delegating tasks on the day of the golf event;
- Processes request letters and letters of thanks to donors and sponsors; maintains accuracy of files to ensure donors and sponsors are acknowledged at their appropriate giving levels;
- Researches and consults the folders and binders related to previous years' events and activities;
- Prepares the 2015 golf event activity plans, reports and reference binder;
- Assists with the development of a direct mail campaign package;
- Enters data into the donor management database and prepares draft letters for direct mail;
- Participates as a member of the DMAS staff team and attends weekly staff meetings.

Qualifications:

- Candidate must have been a full-time student during the last academic year and be returning to full-time studies in the fall of 2015. College certificate or university degree in the following preferred: Bachelor of Arts: Business Communications Degree, or Graduate Certificate in Non-profit Fund Development, or studies related marketing, communications, journalism and/or non-profit management;
- Engaging interpersonal skills; practical training and/or experience working with the public;
- Demonstrated experience in the organizing and delivery of fundraising events;
- Excellent written and oral skills in English;
- Excellent computer skills with demonstrated ability to use a variety of software;
- Demonstrated well-honed organizational skills
- Applicant must be legally entitled to work in Canada and fulfill the requirements of the granting agencies.
- A valid BC drivers' license is required with access to a vehicle;

Terms of Employment: May 25 – August 21, 2015;

Work Days are Regular Monday through Friday, 9:30am to 5:00pm (with occasional changes of shift to include a Saturday or Sunday, as needed)

Work hours are 9:00am - 4:30pm

Rate of pay: \$14.57 + 4% in lieu of vacation.

All DMAS summer employees are members of CUPE Local 454

General working conditions are covered by DMAS policy manual and the DMAS/CUPE Local 454 Collective Agreement

DMAS is an equal opportunity employer

Send cover letter and resume to: Gabrielle Martin, Executive Director

Delta Museum and Archives Society

gmartin@deltamuseum.ca

Closing date for applications is Monday, May 11th at 3:00pm. We thank all applicants for their interest in the position but only candidates selected for interview will be contacted.