



Assistant, Development (8-Month Contract)

Revenue Development | Contract | Location: Vancouver



The Role:

Working closely with our Western Canada team, and reporting to the Director, Events & Sponsorship, the Assistant, Development will provide critical project and administrative support to ensure the efficiency, effectiveness, and impact of the development team. With a focus on events and donor relations, the Assistant plays a pivotal role in supporting key organizational priorities by anticipating needs, handling competing demands, and driving progress on critical initiatives. The Assistant will also provide data and office management support.

This role is ideal for someone who is interested in building a career in fundraising and wants the opportunity to learn from experienced fundraising leaders while being involved at the ground level during an exciting period of growth and momentum for the organization. The successful candidate will gain exposure to events, major gifts fundraising and donor stewardship, while helping to strengthen the systems and coordination that supports our work.



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



Our Revenue Development Team:

Our revenue development team is made up of talented fundraising professionals across Canada, in the areas of major giving, planned giving, events, direct response and marketing & communications, who work closely with our community of generous loyal donors to turn shared visions, passions and interests into meaningful impact in fighting the fire of arthritis. We are a nationwide charity with local impact, and the donations from these individuals makes a difference for people living with arthritis in every province.



Key Accountabilities:

Signature Event Support

- Support the planning and execution of the West Coast Roast, with a primary focus on auction item solicitation, tracking, packaging, promoting, writing, and display, maintaining accurate auction records in event platforms.
- Volunteer management for West Coast Roast, including volunteer recruitment, scheduling, training, and event-day guidance.
- Assist with event-day execution, including venue set up, volunteer management, guest experience, auction payment processing, event clean up.
- Assist with event-related document creation including sponsorship packages, funding case proposals, sponsor signage, programs, and slide decks.
- Event committee support including preparing agendas, meeting minutes, and other requests.

Donor Relations

- Support donor stewardship initiatives by coordinating thank-you communications, including phone calls, personalized letters, and handwritten cards to strengthen donor engagement and retention.
- Assist with the planning and execution of donor events, including logistics coordination, guest communication, and on-site event support to ensure a positive donor experience.
- Manage donor and event registration processes by maintaining accurate records, processing registrations, and providing timely follow-up communication to participants and stakeholders.

Donor Data Support

- Accurately input and maintain donor and gift information in Raiser's Edge and event platform.
- Support gift processing, receipting, and donor acknowledgment processes in a timely manner.
- Assist with donor tracking related to all events and other initiatives.
- Support additional event activities such as donor stewardship events, cultivation events, third party events, etc.

Office Administration & Operations

- Handle a wide range of general operational and administrative duties, including ordering office supplies, maintaining inventory, coordinating couriers, preparing postage reports, and managing incoming and outgoing mail. Additional responsibilities include supporting meeting logistics, maintaining organized office systems, and providing general administrative support to the team as needed.
- Provide administrative support to the Vice President including scheduling, meeting coordination, drafting correspondence, and materials preparation.
- Any other reasonable duties, as required.



Qualifications, Experience & Skills:

- Degree or college diploma in administration or related field in progress, with ideally some office-based work experience preferably having supported a senior level executive/senior team with administration and project needs.
- 1–2 years of administrative or fundraising support experience (non-profit experience preferred).
- Experience leveraging AI tools to optimize workflow and output.
- Exceptional organization, prioritization, and time-management skills.
- Strong attention to detail and follow-through in a fast-paced environment.
- Clear, professional written and verbal communication skills. French language skills an asset.
- Demonstrated discretion and judgment when handling confidential and sensitive information.
- Familiarity with CRM software (Salesforce, Raiser’s Edge, or similar) and Microsoft Office suite.
- Ability to work with data, tracking activity, and supporting fundraising reporting and forecasting.
- Strong interpersonal skills, professional maturity, and ability to work effectively with senior leaders, donors, volunteers, and colleagues.
- Proactive, solution-oriented mindset with the ability to anticipate needs and take initiative.



Working Conditions:

This position is designated to our Vancouver office in a hybrid model. This means you will work at least two (2) days a week from our Vancouver office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate. There may also be times throughout the year when you are required to travel to Toronto for in-person experiences



Some Highlights of What we Offer:

- **Performance Rewards*:** Pay for performance incentive program.
- **Health* & Wellness*:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account, and virtual 24/7 healthcare access.
- **Time-Away Programs*:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning*:** DCPP whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP scheme.

*Asterisked offerings may not apply to all roles

The salary range for this position is \$43,000 - \$45,000 per annum, commensurate on skills and experience.



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritis.ca by **June 25, 2026**. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!