



Pacific Immigrant Resources Society - Call for Nominations Board Director and Chair of the Fund Development Committee

Pacific Immigrant Resources Society is an established non-profit organization that provides services for immigrant women and their young children. We are looking for a dynamic individual with a background in fund development to join our Board of Directors. The ideal candidate will provide leadership to the Board and staff in all areas related to developing and implementing strategies to raise and increase resources/ funding for the Society.

Key Responsibilities

- Liaise with the Executive Director to develop the agenda for meetings of the Fund Development Committee; chair meetings of the Committee
- Keep up-to-date on current practices in fundraising; ensure that Board, volunteers and staff are aware of best practices that would benefit fundraising efforts
- Develop fundraising strategies and present to the Board for review and approval
- Work with volunteers and staff to implement approved fundraising plans
- Monitor results and costs of fundraising efforts and report to Board
- Ensure proper donor recognition by developing and maintaining a gift acknowledgment policy
- All other duties of a member of the Board of Directors

Monthly Time Commitment

- Monthly meetings of the Fund Development Committee (2 hours)
- Monthly meetings of the Board of Directors (2 hours)
- Time to carry out tasks related to developing and implementing fundraising plans (2 hours)

Interests and Qualifications

- Commitment to the mandate, goals and philosophy of PIRS
- Knowledge of marketing, public relations and professional fund raising methods
- Experience in fund development
- Excellent oral/written communication skills
- Ability to work as part of a team
- Ability to motivate and inspire other volunteers
- Ability to make a commitment of at least 2 years

All applications and enquiries to:
Jean Maloney, Executive Director
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Tel – 604-298-4560 email - ed@pirs.bc.ca