



**Kootenay Boundary Regional Hospital  
& Health Foundation Society**

**Development Support Coordinator**

The KBRH Health Foundation is seeking a Development Support Coordinator who is committed to providing exceptional customer service to our valued donors, community partners and stakeholders while coordinating the fundraising activities of the Foundation. The position is 3 days/week.

Reporting to the Director of Development, the Development Support Coordinator is an integral member of the Foundation office. This position is primarily responsible for the administrative support of the Foundation associated with event coordination, sponsorship engagement & recruitment and fundraising activities of the Foundation. As a member of the Foundation's team, the Development Support Coordinator will play an important, hands-on role in the day-to-day management of events and programs while focussing on exceptional customer service and support. Key to the success of this position is efficiency, the ability to learn and multitask, expert communication across multiple media, and the ability to prioritize donor engagement.

The successful candidate must be a highly self-motivated, professional and mature individual who is able to work both independently and as a team member to further the goals of the Foundation. Minimum 5 years office administration is required. Experience in event planning and management, fundraising programming, and communications is an asset. Bookkeeping or banking experience is an asset.

A complete job description is available at [www.kbrhhealthfoundation.ca](http://www.kbrhhealthfoundation.ca)

This position offers a competitive compensation package.

**Applicants can electronically submit a cover letter and resume to [lisa.pasin@interiorhealth.ca](mailto:lisa.pasin@interiorhealth.ca) no later than Friday April 13, 2018 at 12:00 pm.**