

Communications & Fundraising Coordinator **Posting No. 25-01 | February 2025** Part-Time Position Available

The Association of Whistler Area Residents for the Environment (AWARE) seeks an effective organizer and experienced Communications & Fundraising Coordinator to join our diverse team in Whistler. This hybrid, part-time position (20 hours/week) requires at least one day a week in our Cheakamus Lake Road office in Whistler, and events and meetings in Whistler.

Founded in 1989, AWARE is Whistler's environmental charity, tackling major challenges like climate change, biodiversity loss, and waste management. In this role, your efforts will directly impact AWARE's ability to reach its environmental goals by increasing public awareness and AWARE membership, engaging a larger donor base, and fostering deeper connections with the community. You will be a central figure in executing AWARE's communication and fundraising strategies, ensuring that AWARE continues to grow its influence and support.

Ideal candidates will have a minimum 4 years experience in a similar role. Candidates will also be passionate about our mission, and possess experience in building and leading strategic campaigns. Strong writing, communication, fundraising skills and a track record in community engagement are essential.

Core Responsibilities

Content Creation & Communications:

- Using the AWARE Brand & Communications Guide, develop and manage content for AWARE's communication channels, including: website, social media, email newsletters, press releases, program and campaign materials and print assets.
- Craft compelling stories and messages to effectively communicate AWARE's mission, programs, and impact.
- Ensure consistent branding and messaging across all communication materials and platforms.
- Coordinate and execute media outreach efforts to increase public awareness of AWARE's work.
- Work with staff in developing communications plans for the different programs and campaigns. Develop materials accordingly and execute across multiple channels.



Social Media & Digital Engagement:

- Manage and grow AWARE Whistler's online presence, including content scheduling, engagement, and community building.
- Monitor social media and website trends and best practices to optimize AWARE's digital strategy and increase online visibility.
- Create and curate engaging multimedia content (e.g., images, videos, infographics) to enhance audience engagement.

Fundraising Campaigns:

- Assist in planning and implementing fundraising campaigns, including online, events, and direct appeals.
- Develop materials and execute fundraising campaigns related to AWARE's work.
- Work with staff to identify and develop new fundraising opportunities and donor engagement strategies.

Donor Stewardship & Relations:

- Manage donor communications and maintain strong relationships with current and prospective donors.
- Provide regular updates to donors regarding the impact of their contributions and upcoming initiatives.
- Coordinate thank-you letters, recognition efforts, and other forms of appreciation for donors and supporters.
- Work closely with the Executive Director on donor engagement strategies.

Event Planning & Coordination:

- Plan and organize fundraising events, including logistics, promotion, and day-of event coordination.
- Assist with volunteer coordination and outreach for events and campaigns.
- Monitor and evaluate the success of events, identifying areas for improvement for future initiatives.

Grant Writing & Proposal Support:

- Research and identify potential funding opportunities, including grants, sponsorships, and partnerships.
- Support the creation of grant proposals, funding applications, and reporting.
- Help ensure that deadlines for submissions and reporting requirements are met.

Data Management & Reporting:



- Maintain and update donor and member databases, ensuring accurate tracking of contributions.
- Produce regular reports on fundraising performance, donor engagement, and campaign outcomes.
- Analyze and report on key performance indicators to measure the effectiveness of communications and fundraising efforts.

Community & Stakeholder Engagement:

- Build relationships with local businesses, community organizations, and other stakeholders to expand AWARE's network and support.
- Participate at community events and networking opportunities to raise awareness and seek partnership opportunities.

Administrative Support:

- Provide general administrative support, including scheduling meetings, data entry, and preparing communication materials.
- Assist with maintaining records of fundraising efforts, campaigns, and donor interactions.
- Other duties and tasks as required.

About You - We are seeking an individual who:

- Is a skilled writer, with the ability to professionally draft, edit, and proofread materials for print, online and social media
- Has a broad understanding of our mission as it relates to conservation, climate action and circular economy and an understanding of climate change, its causes and drivers, and climate communications
- Is adept at translating information on complex and challenging issues into accessible, compelling stories for a variety of different audiences
- Has a solid understanding of current digital and social media trends, and a strong capability with social media platforms including Instagram, Facebook, and LinkedIn
- Has experience executing successful owned, earned and paid media campaigns
- Has the experience and commitment to help deepen our organizational engagement with groups and individuals from all walks of life, inspiring understanding and action for systemic environmental solutions
- Is competent in developing and implementing communications guided collaboration, community, inclusion, courage and education
- Has experience coordinating and promoting community events, such as town hall meetings and public forums



- Is detail-oriented and isn't afraid to roll up their sleeves to get the job done
- Has strong time and project management skills, with a demonstrated ability to meet multiple and concurrent deadlines
- Is comfortable using digital tools for internal/team communications and project management, in particular GSuite.
- Is familiar with email marketing tools and knowledge of Keela (CRM) is an asset.
- Has experience with content management on Wordpress or similar website platform
- Has a degree in communications, public relations or similar field, and/or a minimum of 4 years' experience in a communications role

Additional & How to Apply

This position is hybrid-role, part-time (20 hours/week).

Compensation: \$30/hr

If you are interested in applying for this exciting opportunity, [please apply online \(https://form-can.keela.co/2025-application-form-communications-and-fundraising-coordinator\)](https://form-can.keela.co/2025-application-form-communications-and-fundraising-coordinator), and ensure that your application is received on or before **April 30, 2025, at 5 pm PST**.

Commitment to Diversity and Accessibility

We recognize that experience comes in many forms and skills are transferable. If you feel that your unique experiences can enhance our vision, we encourage you to apply – even if you don't meet 100% of the requirements. The above list is viewed as “nice to have,” we encourage applicants to describe any pertinent experience, including professional and personal experiences.

AWARE is committed to operating in a way that upholds justice, equity, diversity, and inclusion (JEDI) to create an inclusive place for people from diverse backgrounds. We encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis or Inuk (Inuit), Black, racialized, a person with a disability, women and/or 2SLGBTQ+.