



Job Posting

The Western Canadian Pediatric AIDS Society (WCPAS), operating as Camp Moomba, is a Canadian registered charity that offers specialized recreational and support programs to children affected and impacted by HIV/AIDS. We do this through the Camp Moomba program by building a fun, enriching, and supportive community through a week long summer camp and activities throughout the year. Our camp motto, from the Australian Aboriginal word 'Moomba' is "Friends Together Having Fun!"

Camp Moomba runs a summer camp, winter camp, leadership development program, December holiday get together and other community peer to peer opportunities such as attending sporting events and participating in sporting activities which provides a chance for the children and youth to come together in a camp community where the stigma of HIV does not exist. HIV, its stigma and isolation, are incredible barriers for these children in their everyday lives. Unfortunately, many of the children live in difficult socio-economic situations which would otherwise prevent them from attending summer camp. For this reason we fundraise to cover all costs associated with each camper attending our programs. Camp Moomba provides the only camp for children impacted with HIV/AIDS in Canada.

Reporting to the Board of Directors, the Director of Fundraising and Operations is responsible for the effective operational management, fundraising and leadership of the organization with an annual budget of approximately \$400K. The successful candidate will continue to build an organizational culture that is mission driven and will bring proven fundraising, administration, strategic planning and communication experience to the position.

Position Available: Director of Fundraising and Operations

Employer: Western Canadian Pediatric AIDS Society (WCPAS) operating as Camp Moomba

Position Type: FTE

Job Region: BC - Vancouver & Lower Mainland

Compensation: Salary is commensurate with a \$400,000 annual operating budget organization and qualifications and experience.

Application Deadline: November 16th, 2011

Years Experience: 3-5

The Director of Fundraising and Operations will be responsible for:

- Providing strong and clear direction of the organization to (currently) one staff person, program providers and the board of directors on an ongoing basis
- Ensuring effective communication of the organization to donors, campers, parents, other AIDS service and health organization partners, camp suppliers and the general public through phone calls, in person visits and social media
- Developing and support fundraising partnerships with service clubs, community groups and associations
- Financial management and controls (in partnership with out sourced bookkeeper / accounting vendor) ensuring adherence to the annual budget
- Knowledge and adherence to CRA charity regulations and requirements
- Donor and Board of Director reporting requirements



- Fundraising amongst individuals, foundations and corporations, including: research, cultivation, stewardship, proposal writing and financial reporting
- Development and implementation of fundraising events to build awareness and drive revenues
- Project Management of the summer camp, the largest program run by Camp Moomba, including hiring of a program coordinator, liaising with the YMCA Camp Director
- Assisting the program coordinator with training of camp staff and volunteers
- Liaising with campers and parents throughout the year, including dealing with the questions and concerns of parent/guardians
- Recruiting and managing volunteers throughout the year for programs and fundraising events

Your qualifications include:

- Minimum of 5 years of fundraising experience, with demonstrated success in the management of annual fundraising programs
- A Proven track record with organizing and implementing fundraising events
- Experience in a leadership and management role within the not-for-profit sector
- A proven track record in fundraising, grant writing, revenue development, and soliciting major gifts
- Experience in prospect research, cultivation and stewardship
- Experience in program development and delivery and in writing proposals
- Demonstrated communication skills that ideally include public speaking experience
- Experience in strategic planning and successfully completing organizational goals
- Demonstrated ability in volunteer administration and experience in working with a board of directors
- Knowledge of CRA charitable donation regulations and Canadian tax implications as they pertain to charitable giving and planned giving vehicles
- Post-secondary education in fundraising or a related field, or equivalent combination of education and direct experience is an asset

For more information about Camp Moomba, please visit: www.campmoomba.com. We thank all applicants. Only those applicants selected for interviews will be contacted.

Please forward, a cover letter and resume to the attention of Dr. Max Meyer, President, Board of Directors at info@campmoomba.com or Fax: 604-684-1741.