



Bilingual (EN/FR) Fundraising Coordinator

Location: Vancouver, BC

Job Type: Full-time / Permanent

Start Date: As soon as possible

Language Requirements: Full professional fluency in English and French (required)

Organization Type: Non-profit organization with charitable status

About Alliance Française Canada Pacific

Alliance Française Canada Pacific is a non-profit organization serving Vancouver and Victoria, dedicated to French language education and vibrant Francophone cultural programming as part of the global Alliance Française network. The organization is entering an exciting phase of growth, including the development of a new purpose-built, community-oriented facility.

About the Role

Reporting to and working closely with the Executive Director, the Fundraising Coordinator **supports the execution and day-to-day implementation** of Alliance Française Canada Pacific's fundraising activities.

This is a **hands-on, early-career role** designed for a candidate looking to grow their skills in fundraising, donor relations, and grant support within a collaborative non-profit environment.

Key Responsibilities

Fundraising & Grant Support

- Support the preparation, coordination, and submission of grant applications
- Assist with gathering information, budgets, and impact data for funding proposals
- Maintain grant calendars, deadlines, and reporting schedules

Donor & Partnership Support

- Assist with donor stewardship activities and communications
- Support relationship tracking and follow-ups with individual, corporate, and foundation donors
- Help prepare donor updates, acknowledgements, and newsletters

Events & Community Engagement

- Plan and coordinate fundraising and community engagement events
- Support meetings and activities related to development initiatives



Alliance Française
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- Coordinate in-kind donations and partnerships

Strategy, Reporting & Administration

- Maintain accurate donor and gift records
- Assist with basic fundraising tracking and reporting
- Support the preparation of impact and promotional materials in collaboration with internal teams

Qualifications & Experience

- Minimum **one (1) year of experience** in fundraising or development
- Bachelor's degree or equivalent professional experience
- Full professional fluency in English and French (required)
- Strong organizational, analytical, and time-management skills
- Capital campaign experience considered an asset
- Experience working in collaborative, entrepreneurial environments
- Ability to manage multiple projects under time constraints

Technical Skills

- High proficiency in Microsoft Office Suite
- Experience with donor databases is an asset
- Knowledge of digital and social media fundraising strategies
- Experience producing reports, proposals, and donor communications

Additional Information

- Occasional evening and weekend availability required
- Flexible work environment
- Multicultural, mission-driven workplace

Salary: \$50,000–\$57,000/year (depending on experience)

Benefits: 20 days paid vacation, 8 days sick leave, contribution to extended health benefit, contribution towards monthly transit pass, free or discounted entry to all cultural events offered by the Alliance Française Canada Pacific, collaborative non-profit environment.

How to Apply

Please send your **resume and cover letter** to: hr@afcapa.ca

Alliance Française Canada Pacific is an equal opportunity employer and welcomes applications from candidates of all backgrounds.