

InspireHealth, a Canadian leader in supportive cancer care, is seeking a full-time Marketing & Fundraising Coordinator to join our Vancouver team.

ABOUT INSPIREHEALTH

InspireHealth is a not-for-profit supportive cancer care organization partially funded by the BC Ministry of Health. Since 1997, we have provided programs and services to enhance the quality of life, health, and well-being of people living with cancer and their families. Our cancer rehabilitation services support and educate people during and after cancer treatment. We offer practical and personalized exercise therapy, stress management, nutrition, and counselling services.

MARKETING & FUNDRAISING COORDINATOR POSITION

The Marketing & Fundraising Coordinator supports the organization's marketing and fundraising initiatives. Though based in Vancouver, the role supports the Vancouver, Victoria, and Kelowna centres and is best suited for an energetic professional who thrives wearing different hats, is highly organized, flexible, takes ownership of tasks, and maintains immaculate attention to detail. The ability to work independently while part of a team and to exercise sound judgment is essential.

We are looking for someone excited to develop their understanding of marketing, fundraising, and non-profits while contributing to an organization improving the lives of cancer patients in British Columbia.

POSITION OVERVIEW

This position reports directly to the Director of Development & Marketing. The Coordinator will support the organization's marketing and communications initiatives. This integral role aims to increase the existing profile of the organization and diversify and build on our existing fundraising revenue base primarily through marketing and communications. The Coordinator may also support with donor relations and fundraising logistical tasks, such as special events, as needed. As a key member of the Fundraising and Marketing team, the Coordinator will work independently to manage their workload according to priority and make a positive contribution to the team.

KEY RESPONSIBILITIES

Marketing and Communications

In collaboration with the Director of Development & Marketing and other senior management, the successful candidate will collaborate on, enhance, and implement InspireHealth's internal and external communications plans and strategies, encompassing all distribution channels including leading-edge social media.

- Collaborate with the Director of Development & Marketing to develop and implement yearly marketing plan with a strong focus on fundraising initiatives



- Oversee the design, editing, and production of all communication initiatives and vehicles, including marketing materials (print and digital), e-blasts, social media posts, articles, news releases, direct mail letters, weekly updates, etc.
- Create, maintain and execute the social media calendar for all social channels and work with internal stakeholders to write engaging copy and content.
- Champion the creation of engaging, informative and impactful marketing materials including campaign collateral, sponsorship decks and compelling info-graphics and monthly newsletters

Fundraising

- Process gifts and enter donor information into fundraising database
- Thank donors through phone calls and written communications
- Solicit businesses for auction items for fundraising campaigns like annual *A Night to Inspire* gala

Competencies and Skills:

- Strong experienced marketing generalist
- Strong social media skillset
- Superb written communications skills with strong copywriting and editing abilities
- Excellent attention to detail
- Creative eye
- Ability to meet deadlines and manage multiple projects/tasks
- Strong problem-solving skills and resourcefulness
- Technologically oriented; ability to quickly learn and utilize new tools
- Strong interpersonal skills and ability to work effectively with others
- Ability to adapt to changing and competing priorities
- Demonstrate high standards of professionalism, confidentiality, sensitivity and integrity

Qualifications:

- Minimum 2 years marketing experience in content writing for newsletters, social media and digital marketing
- Experience working within a non-profit, healthcare or wellness organization an asset
- PR and Media Relations experience an asset
- Strong computer skills in Microsoft Suite (Word, Excel, PowerPoint)
- Knowledge of WordPress, Hootsuite, Google Analytics an asset

THE HEALING ENVIRONMENT AT INSPIREHEALTH

We operate within a cultural environment of teamwork, self-responsibility, open communication, integrity, and self-care. We recognize that our personal growth has a direct impact on our ability to successfully realize our goals and provide the highest level of service to our patients. We invite staff to meditate together each morning as a team. This opportunity is ideal for individuals who:

- Are dedicated to their own personal growth, health, and well-being at the levels of mind, body and spirit
- Are self-responsible and accountable
- Are team-oriented and heart-centered



InspireHealth

SUPPORTIVE CANCER CARE

- Are passionate about supportive care- healthy nutrition, exercise, stress reduction and emotional support

HOW TO APPLY

You must be eligible to work in Canada at the time of application. Please email your resume along with a cover letter to hr@inspirehealth.ca.

In your cover letter, please share your understanding of a healing environment and why you would like to work for InspireHealth and salary expectations. Please include 'Marketing & Fundraising Coordinator' in the Subject line of your email and include your last name in the file name for both your resume and cover letter **before Friday, December 10th**.

We review applications as they are received. Thank you for your interest, however only those selected for an interview will be contacted.

Start Date: As soon as possible
Status: Full-time
Compensation: Competitive Salary and Benefits Package
Location: Vancouver office (#200-1330 West 8th Avenue, Vancouver)

At InspireHealth, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our patients, and our community. We are proud to be an equal opportunity workplace.
