



Society Promoting Environmental Conservation
Practical solutions for sustainable cities

Communications & Fundraising Coordinator

Posted:	May 13, 2026
Employment Type:	Full time, temporary (18-month maternity leave contract)
Compensation Range:	\$26.00 - \$28.00 per hour
Hours:	32h / week, 4 day work week
Contract Duration:	July 2026 - December - 2027
Work Location:	Remote, with occasional in person
Posting End Date:	May 29, 2026

About Us

Since 1969, the Society Promoting Environmental Conservation (SPEC) has been part of Vancouver's story of environmental action. What began as a small group of citizens determined to protect the places they loved has grown into something broader, offering solutions in the areas of sustainable food systems, zero waste, and climate. Through decades of change, our purpose remains the same: to empower communities to act collectively on the environmental challenges of their time. We do this by equipping people with the knowledge, skills, and opportunities to live sustainably, and to foster inclusive and intergenerational community participation. Learn more at www.spec.bc.ca.

Description

The Communications & Fundraising Coordinator is a key member of the SPEC team, responsible for shaping how we communicate with the public, our supporters, and our partners. You will manage our internal and external communications, support SPEC's programs with outreach and advocacy materials, and work to attract new donors and deepen relationships with existing supporters. This is a dynamic, cross-functional role that sits at the intersection of storytelling, digital marketing, community engagement, and fundraising.

Responsibilities

Communications & Content

- Develop and publish communications and digital marketing content, including newsletters, social media, and website copy

- Maintain and update SPEC's website content
- Manage SPEC's social media channels (Facebook, Instagram, and LinkedIn)
- Maintain and apply SPEC's branding and communications guidelines to ensure consistent messaging and tone across all channels
- Develop and maintain an annual communications strategy and work plan
- Monitor communication activities and report on progress to senior management

Program Support

- Support SPEC program teams with communications infrastructure, content development, and coordination
- Promote events and program milestones through social media and newsletters
- Work with program coordinators to help meet project-specific communication requirements
- Participate in organization-wide initiatives, including volunteer engagement frameworks
- Attend team meetings as required

Fundraising & Donor Communications

- Plan and implement fundraising campaigns
- Develop content for annual and program-specific fundraising campaigns
- Craft compelling narratives across newsletters, social media, and other channels to engage and move donors along the giving pipeline
- Identify new potential donors and donor segments
- Implement donor stewardship strategies, including timely thank-you messages and acknowledgements
- Manage and maintain the CRM, including data entry, contact management and ensuring data integrity.
- Measure and report on supporter engagement and campaign performance using fundraising and communications tools

Qualifications

- 2–4 years of experience in communications, marketing, or a related field (nonprofit experience an asset)
- Strong writing and editing skills, with the ability to tailor tone and messaging for different audiences
- Basic graphic design skills; comfortable using Canva to create on-brand visuals
- Experience with email marketing platforms (Mailchimp)
- Experience managing social media platforms and digital marketing content
- Familiarity with website content management systems (WordPress)
- Ability to manage multiple priorities and deadlines in a collaborative team environment
- Knowledge of fundraising principles and donor stewardship practices
- Passion for environmental issues and community engagement

How to Apply

Submit an application via [this link](#).

SPEC

2305 West 7th Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | admin@spec.bc.ca | www.spec.bc.ca

A cover letter is **not required** for this role. Instead, we ask applicants to complete a short screening questionnaire focused on relevant skills, experience, and approach to the work. We use this format to make our hiring process **more accessible and equitable**, and to ensure all applicants are assessed using the same criteria. Point-form responses are welcome.

If you require accommodations or would prefer to respond in a different format, please let us know.

Inclusive Hiring

We believe diverse perspectives strengthen our work and our communities. We encourage applications from Indigenous Peoples, racialized communities, people with disabilities, people of all genders and sexual orientations, and individuals with diverse lived experiences. Accommodations are available upon request at all stages of the hiring process. We understand that the ideal candidate may not meet every requirement listed. If you are enthusiastic about this role and bring relevant skills, lived experience, or transferable strengths, we encourage you to apply.

SPEC conducts our work on the unceded lands of Coast Salish peoples, specifically the Squamish, Musqueam, and Tsleil-Waututh, who have stewarded these lands and waters since time out of mind. We continually work to recognize the ways in which we individually and as an organization uphold or oppose colonial systems of oppression and how we can do better. With respect, we understand that Indigenous rights and environmental stewardship are inextricably linked.

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