



## Development Coordinator Fund Development

**Job Posting No: ACF-013-17**

**Location: Calgary, AB**

**Position Close Date: June 21, 2017**

The Alberta Cancer Foundation raises funds in support of cancer research, cancer screening and prevention, and enhanced patient care programs at Alberta's 17 cancer centres including the Cross Cancer Institute in Edmonton and the Tom Baker Cancer Centre in Calgary.

We strive to be one of the most innovative, philanthropic organizations in Canada by delivering transformational results for Alberta cancer patients and their families.

As the largest philanthropic investor in cancer research in Alberta, we have the capacity and the relationships to invest in the most promising outcomes. We take a strategic approach to investing donor dollars, toward initiatives and programs

### **The Opportunity:**

Reporting to the Director, Fund Development North, this position will provide support for the development of an integrated fundraising model for the organization to achieve overall fund development goals. Responsible for supporting the work of the Northern Alberta Fund Development revenue streams including Major Gift, Planned Giving and Events areas, the Coordinator will work effectively with both internal teams as well as with external stakeholders to help engage, steward and build relationships and support from individuals, corporations and foundations.

### **Responsibilities:**

#### **Major Gifts Support:**

- Preparing and mailing communication to donors/prospects (ie) introduction letters, gift agreements, stewardship reports, Leap Articles to donors, Xmas Cards, etc)
- Assisting with gathering information for and preparing proposals particularly for cases/programs that do not have cultivation materials yet.
- Assisting with Gift Processing Memos (GPMs), uploading proposals and ensuring that pertinent donor relationship information is captured and retained in Raiser's Edge.

#### **Planned Giving:**

- Work with Director and assist in organizing Planned Giving events in Calgary and Southern Alberta, manage invitations, RSVP lists, track attendees and provide briefing notes to Fund Development representatives.
- Assist in tracking planned giving revenue, projections and ensure Raiser's Edge and pipeline reports are up to date and accurate.
- Provide administrative support of Planned Giving program by updating Raiser's Edge and calling re: outstanding disbursements for Southern Alberta prospects and donors.

**Event Team Support:**

- Provide support to the Development Officers for larger events in Edmonton or Calgary for Northern or Southern Alberta.
- Update and ensure accuracy of the weekly events spreadsheet for the Director.
- Takes lead as Alberta Cancer Foundation representative with small-scale community events.
  - Provides assistance in the planning and implementation of events;
  - Gathers appropriate information;
  - Liaises with event organizer; provide fundraising materials to organizer; provide fund-designation information;
  - Drafts thank-you letters to organizers, participants and donors;
  - Enters information into database;
  - Assists with online support for event organizers trying to set up their own event.
- Provides support to the Events team, including drafting correspondence, prospect research of new events, preparing reports & presentations, preparing meetings agendas and taking minutes, pulls and reviews lists, and manages unique requests.
- Assist with handling inquiries or issues by assessing and evaluating tactfully, and deal with it appropriately in a timely manner.

**Qualifications:**

- Education: Post-secondary degree in a relevant discipline and/or combination of education, experience and training acceptable to the Foundation.
- Experience: 3-5 years' experience, preferably in a non-profit foundation or association
  - 1-2 years of volunteer experience
- Strong ethics and moral compass.
- Outgoing and self-starter who takes initiative.
- Experience and competence in fundraising (with some exposure to major gifts and events) is preferred.
- Related knowledge or exposure to annual programs is also desirable.
- Experience in the development and maintenance of internal ACF relationships and related internal stakeholders (front line cancer care staff).
- Relevant donor software experience with Raisers Edge is required.
- Familiarity with CRA regulations and receipting guidelines.
- Excellent verbal, written and presentation skills including public speaking.
- Excellent knowledge of all Microsoft Office applications and social media skills (ie. twitter, Instagram, etc.)
- Intermediate knowledge of MS Office (Word, Excel, PowerPoint, Sharepoint, Outlook) and strong writing and typing skills.
- Successful candidates must present a current, valid criminal record check and vulnerable sector check prior to commencement for employment.
- Valid driver's licence and personal vehicle is a requirement.

**Application information:**

To formally apply, please put **Job Posting No: ACF-013-17** in the Subject line and attach a resume and cover letter to the ACF email address [acfonline@albertacancer.ca](mailto:acfonline@albertacancer.ca) by **June 21, 2017**.

**Alberta Cancer Foundation is an equal opportunity employer.  
All successful candidates will be required to complete a Security Clearance check.**