

Flourish with Carya

At **carya**, we know that the strength of our community is rooted in its people.

That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

With 40 program offerings for individuals and families, we provide a full spectrum of interactive counselling and development services for people of all ages — from babies to youth to older adults — and their support network.

Our highly skilled team encourages nearly 30,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community.

Philanthropy Coordinator (HR259)

Full Time Regular (37.5 hours per week)

\$54,156 to \$56,322 annually

Competitive benefits package and RRSP defined contribution

Position Summary

The Philanthropy Coordinator is responsible for all fundraising initiatives and activities of **carya**. They are responsible in supporting the development and implementation of the annual giving plan, cultivating and maintaining relationships with new and existing donors and supporters, managing our database system, processing gifts, seeking special event funding, researching and writing grant proposals, and providing reports as required.

Responsibilities

- Assist with implementation of a short, medium and long term strategic fund development plan
- Implementing and maintaining a stewardship program
- Maintaining all aspects of Grant applications: research, draft, edit, submit, report
- Developing and improving relationships within all aspects of donor stewardship including: monthly donors, individual & corporate
- Oversee and implement the strategic fund development strategy for all events
- Implementing/supporting new campaigns and other methods of fundraising
- Securing financial and in-kind support for events as required
- Building regular reports (verbal, written and visual) to donors, Directors and Board
- Keeping up-to-date on fundraising best practices and enact changes to improve **carya's** fundraising capacity
- Manage and maintain donor database system with a focus on excellent record keeping of all donor, fundraising and tax receipting information

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- All gift processing: individual, corporate, and online gifts
- Lead/Support community outreach and events
- Active role in representing **carya** with event attendance, presentations and other opportunities as presented
- Administrative duties and support as needed

Qualifications & Experience

- Post-secondary degree or related proficiency
- 2+ years of progressive fund development experience
- Proficiency with eTapestry or other non-profit database systems
- Demonstrated ability to successfully apply for grants including strong writing, proofreading and editing skills.
- Experience soliciting contributions for events (silent auction, sponsorship, etc.)
- Basic knowledge of the AGLC regulations and CRA regulations for fundraising
- Demonstrates strong strategic thinking, planning, organizational and analytical skills
- Exceptional ability to handle multiple projects simultaneously
- Exceptional networking skills

Additional Qualifications:

- Effective written and verbal communication
- Proven team building, leadership and mentorship skills
- Valid driver's licence
- Successful completion of criminal and voluntary sector background check

Closing Date

Wednesday April 11, 2018

If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to:

Carya Human Resources

200, 1000 8 Ave. SW

Calgary, AB T2P 3M7

Fax: (403) 205-5273 | Website: caryacalgary.ca | E-Mail: hr@caryacalgary.ca

*We appreciate the interest of all candidates,
but only those selected for an interview will be contacted.*