

Fundraising Organizer

Calgary is a complex city filled with incredible opportunities and dynamic challenges for those who call it home.

For over 110 years, Carya has worked diligently to meet the evolving needs of Calgarians by providing members of our community with the tools they need to be stronger, more connected, and more resilient.

Today we offer over 40 programs for individuals and families at all stages of life. From providing mental health support to fostering multi-generational wellness and strong families – Carya’s dedicated team of professionals plays an essential role in ensuring a vibrant and healthy future for all Calgarians.

About the Role

Start Date: June 3, 2024

Location: Central Commons, 839 5 Ave SW | Calgary, AB

Wage: \$22.29/hr

Hours per Week: 35

Length of placement: 8-week placement

The Fundraising Organizer, under the general direction of the Director of Social Investments and other department leads, provides frontline assistance to Carya’s fund development, communications, and marketing functions. The Fundraising Organizer will play a pivotal role assisting with the planning and execution of a signature event and third-party event initiatives that support Carya’s programs.

What You’ll Do

- Assisting with the planning and execution of Carya’s signature fundraising event by:
 - Researching and soliciting donations for silent auction items and prizes.
 - Researching and pursuing in-kind sponsorship opportunities.
 - Developing and creating appropriate promotional and social media campaigns.
 - Assisting with preparation of event participant and sponsor thank you letters and cards.
- Researching and building a database of prospects for external third-party fundraising events and pursuing appropriate opportunities.
- Performing other related tasks as required to assist department members with imminent and high-priority initiatives in Philanthropy, Fund Development, and Marketing/Media.

This task list is not intended to be exhaustive and other tasks may be identified from time to time.

What You Bring

- **Obtained or pursuing a diploma/degree in public relations, communications, marketing, event planning or related field of study, or an equivalent combination of education and experience.**
- Excellent verbal and written communication skills.
- A customer/client service-oriented skillset is needed as the position involves dealing with external sponsors and donors.
- Proven creative and strategic thinking.
- Ability to multi-task and work on multiple projects while delivering on schedule.
- Ability to operate with a high degree of professionalism and skilled at maintaining composure under pressure.
- Ability to outline and meet or exceed goals.
- Valid driver’s license and access to a reliable vehicle (ideal).
- Effective teamwork is also crucial as the incumbent will be collaborating and coordinating with department team members.
- Competency in digital skills is paramount and will be developed through productivity software (Outlook, Teams, Word, Excel, Windows, Zoom, etc.), various online platforms (social media, donation platforms, raffle websites, etc.) and use of modern office equipment (for file management, scanning, cloud computing).
- Successful individuals will also demonstrate leadership ability from taking initiative and acting as lead/point person with respect to performance reporting and process improvement.

CSJ Requirements

- Be between the ages of 15 and 30 years old of age at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Closing Date

Until a suitable candidate is found.

How to Apply

Please submit a single PDF containing your cover letter and resume with your name as the file name.

Email your file to HR@caryacalgary.ca with the job title in the subject line.

Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodations Statement, and other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian.