



Fund Development Associate

Reports to: Philanthropy Manager

Department: Fund Development

Location: Based in Edmonton or Calgary with travel required

Date Created/Updated: 2024-09

Job Summary:

The Fund Development Associate will work alongside of and be directly responsible to the Philanthropy Manager to help grow Spinal Cord Injury Alberta's (SCI-AB) giving program while strengthening long-term donor relationships and deepening donor engagement. With a strong focus on philanthropy, this is a forward-facing administrative role that will work directly toward reaching specific fundraising goals. To be successful in this position, you must be comfortable and confident with phone and personal interactions, as well as communication by email. In addition, you must be comfortable with engaging in appropriate solicitation and stewardship actions required for each level and type of financial giving.

This position is permanent part time with the potential for growth in FTE as well as responsibilities.

Key Responsibilities & Expectations:

The Fund Development Associate will participate with all staff to inform, collaborate and integrate fundraising initiatives that benefit SCI-AB programs and services. Responsibilities include but may not be limited to:

Fundraising and Events Planning:

- Attend and represent Spinal Cord Injury Alberta at networking and community events including external events.
- Supports the planning and implementation of events for SCI-AB as identified.
- Implements and tracks successes of role-specific responsibilities according to the fund development strategic plan
- Successfully implements all gift acceptance according to organizational policies.
- Provide support for grant applications and reports as appropriate.

Relationship Management:

- Foster, build and maintain relationships with donors and sponsors through various points of stewardship for past, current and prospective donors and other supporters.
- Execute all parts of the donor experience promptly and with a high level of excellence and professionalism.
- Collaborate with Philanthropy Manager to enhance donor recognition and experience.
- Implement strategies for legacy and major gift plans to attract a new generation of philanthropists to Spinal Cord Injury Alberta.
- Effectively implements and builds on the monthly donor program.
- Coordinate volunteers relationships for casinos, bingos, and other events.

Administrative and Other Responsibilities:

- Effectively utilize data base for updating recording donor records including interactions and stewardship actions.
- Prepare personal thank you letters for all donors (100% of donors are thanked)
- Ensure timely dispatch of acknowledgement letters for sponsorships, financial and in-kind donations.
- Assist with creating reports to inform fundraising efforts.



- Develop and implement media collateral for all aspects of fund development (social media, newsletters, etc.).
- Maintain a master calendar for development work and manage adherence to its tasks and timelines.
- Data entry, proofreading and other administrative responsibilities as identified.

Qualifications & Skills:

- Conducts all day-to-day activities in accordance with SCI-AB's vision and values.
- Reviews and adheres to SCI-AB's human resource policies and procedures.
- Adheres to high standards of ethical practice and confidentiality.
- Participates as a professional, positive, and supporting team member.
- Knowledge and understanding of the impact of spinal cord injury on individuals, their support network, and the community.
- Self-motivated with the ability to multi-task, problem-solve, and prioritize responsibilities in a timely and efficient manner.
- Ability to exercise good judgment with minimal supervision.
- Is a fast learner with the ability to manage multiple deadlines and demands.
- Outstanding client-centred focus and stewardship capabilities.
- Exceptional written and oral and interpersonal communications skills with a high degree of professionalism.
- High attention to detail and precise accuracy.
- Police check and Vulnerable Sector search is required for employment

Education & Experience:

- Post-secondary degree or diploma in Business Administration, fundraising, marketing, public relations or equivalent.
- 1-3 years relevant experience in a similar role with a non-profit organization.
- Proficient in Microsoft Office Suite.
- Experience with fund development software and using it to its full advantage.

Physical Requirements:

- Able to work in a typical office setting at a desk with computer equipment.
- Can lift up to 20lbs when at special events.
- Has a remote office set up at home (not required if choosing to work in the office only).
- Access to a vehicle with current driver's license is an asset