



**CommunityLinks**

*Strong Individuals  
Strong Families  
Strong Communities*

## **Fund Development Officer 0.6 (21 hours/week) FTE Position**

Community Links is a non-profit agency providing a variety of programs and services that meet the needs of community members in all stages of life... from birth to seniors

The Fund Development Officer will work in collaboration with the Executive Director to plan, organize and implement fund development strategies to support the organization in achieving its current and future financial goals for long term sustainability.

The Fund Development Officer will build and maintain positive and effective interpersonal interactions and relationships with businesses, community groups and the public.

### **KEY RESPONSIBILITIES**

- Develop, implement and manage fund development strategies that relate to the fund development plan to meet programs and services financial goals
- Raise funds for current needs (programs, services, operating budgets and capital needs) as well as major gift contributions and endowment funds to secure long range and future funding
- Prepare proposals and grant applications and make presentations to service organizations, corporations, and foundations to solicit donations
- Be aware of and comply with provincial and federal legislation and regulations related to fund development activities
- Develop donor and prospect lists
- Communicate progress to Executive Director / Board of Directors
- Maintain donor database
- Prepare analysis' of results and recommend improvements for future fund development activities
- Participate in relevant committee work
- Provide support to Management Team with other duties as required

### **EDUCATION, SKILL SETS, ABILITIES AND REQUIREMENTS**

- Training through a fund development association, a post-secondary institution or CFRE (Certified Fund Raising Executive) certification is an asset
- Fund development experience, preferably in a not-for-profit organization
- Knowledgeable about a wide variety of fundraising techniques
- Sensitive to cultural differences in attitudes toward fundraising
- Advanced computers skills to compile and interpret statistical and financial information
- RCMP Criminal Record Check, CFS Intervention Check
- Persistence and tact while developing relationships with others
- Methodical approach to researching information
- High energy level, self-motivated, enthusiasm and the ability to work under pressure
- Strong interest in the community and ethical practice
- Excellent verbal and written communication skills
- Ability to motivate, persuade and inspire people
- Excellent organization and time management skills

**Terms:** 21 hours per week; commencing when suitable candidate is found

**Please submit your resume with cover letter to: Suzanne Howe, Administrative Services Manager, Community Links, 211 – 125 Main Street NW, Airdrie, AB. T4B 0P7, Fax: 403-945-3901 or e-mail: [suzanne@nrvc.ab.ca](mailto:suzanne@nrvc.ab.ca)**

To learn more about Community Links please visit our website at [www.nrvc.ab.ca](http://www.nrvc.ab.ca)

*(Note: Only those applicants selected for an interview will be contacted. **No Phone Calls Please**)*