



LOOKING FOR A CAREER?

We're looking for you!

Individual Major Gifts Coordinator

(Permanent Full-Time)

Location: Fort McMurray, AB

The Keyano College Advancement and External Relations division has been raising funds and friends in support of Education in the Region of Wood Buffalo for over 30 years. The primary purpose of this position is to solicit Major Gifts from Individuals and Foundations. This will include identifying, researching, cultivating and stewarding donors. This position will also be the lead in all grant applications. This includes meeting with internal stakeholders who have an identified need or fundable opportunity. The position will then research, submit and steward grantees. In addition, the position will be in charge of creating and implementing a donor stewardship strategy for the College.

QUALIFICATIONS:

- Degree in Business or Supply Management and a minimum of 3 years' of progressive experience or a diploma in Supply Management with a minimum of 5 years' experience.
- University degree or diploma in Business or related discipline.
- Minimum 5 years' experience in fund raising or similar role.
- Experience with acquiring grants from foundations
- Demonstrated planning & analytical skills.
- Excellent written and verbal communication skills.
- Possess strong interpersonal skills and relationship building skills.
- Knowledge of Raiser's Edge or similar customer relationship management database is an asset.

SALARY: This position is currently under review. Compensation is competitive and includes a comprehensive health and benefits package. This position qualifies for the Regional Living Allowance of \$1040.00 per month (subject to review).

COMPETITION NUMBER: S00176

Please submit application to: <https://careers.keyano.ca/postings/1180>

Keyano College welcomes diversity in the workplace and encourages applications from all qualified individuals including visible minorities, aboriginal people, and persons with disabilities. Applicants must be eligible to work in Canada and willing to undergo a background check in our pre-employment recruitment process. We sincerely appreciate the interest of all applicants. Individuals selected for an interview will be contacted.

Apply online www.keyano.ca/careers