



Mission **Empowering Teen Parents to Succeed**

Vision **Teen Parent Families Thrive and Enrich our Community**

Director Fund and Resource Development

As a non-profit organization that has been serving pregnant and parenting teens in Edmonton for over 47 years, Terra is recognized for its leadership, innovation and collaboration. Annually more than 1,000 young parents and their children benefit from a comprehensive range of services. Through the compassionate work of the staff, we help parents and children to develop and reach their full potential by recognizing and responding to their unique and individual needs. Terra Centre staff are guided by the Code of Honour which supports, respects, and celebrates our families and staff (<https://terracentre.ca/what-is-terra/careers/>). If you share our values and support our mission and vision please consider joining our team.

For over 10 years, Terra has been building relationships with donors and the greater community. Given the success of our engagement activities over the past number of years, the agency is expanding and seeking a seasoned professional, a Director to strategically lead the resource and fund development department.

This position will report to the Executive Director and will supervise the Manager of Fund Development Donor Stewardship, the Volunteer Coordinator and a part time community engagement staff member.

Although the position will play a significant role in setting the strategic direction, and providing overall leadership to the Resource Development team it will engage in all aspects of donor recruitment, cultivation, stewardship, endowment, campaign development, and event planning.

This position will appeal to an experienced professional who is inspired by the mission of Terra, and who enjoys a diverse range of responsibilities. Essential to the success of the position is the willingness and aptitude to work as part of a team and ability to thrive in a dynamic environment where opportunities are seized and challenges are met positively.

What you will gain from the position: You will join a dynamic team and an organization that has significant impact across our community. You will see the difference your work makes every day!

This is a full time position (37.5 hours per week) and is flexible to meet the needs of the position and agency. This may include working occasional evenings and weekends.

Key Responsibilities

- Grow and diversify the funding base
- Provide strategic planning, implementation and integration of all development programs and activities.
- Oversee and participate in all development activities including special events, annual giving, major and principal giving, planned and estate giving,



- Prepare professional and customized funding proposals, reports and donor communications for individual and corporate donors and prospective donors
- Manage a portfolio of donors and establish stewardship plans recognizing donors' unique interests
- Create monthly statistical reports using a variety of tools, demonstrating outcomes and trends
- Design workflow processes and policies that increase effectiveness and efficiencies and that complement the strategic plan.
- Provide direct supervision to 2.5 FTE staff

Qualifications:

- Bachelor's degree, CFRE certification, or an acceptable combination of education and progressively responsible experience
- Minimum 7 years' Director experience in Fund Development with expertise and knowledge of diverse fundraising programs and strategies, including events, annual, corporate and planned giving and major gifts
- Strong supervisor skills with ability to coach and lead
- Strong database experience is essential; Raisers Edge experience is a plus. Must have a proven ability to analyze data and use information to advance the fund development program forward.
- Strong proficiency with Microsoft Office suite (Word, Excel, PowerPoint and Outlook)

Knowledge and Abilities:

- Commitment and ability to maintain confidentiality and handle sensitive personal information
- Works well both independently and collaboratively as part of a team, with experience working with volunteers and program staff
- Leadership: positively influence others to achieve results that are in the best interest of the organization
- Ability to problem solve, be flexible, have critical thinking skills and the ability to successfully juggle multiple projects with tight deadlines
- Demonstrated creativity/innovation: develop new and unique ways to strengthen financial giving to the organization
- Exceptional planning skills: ability to identify vision and strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results
- Professional decorum with a high level of tact and interpersonal skills; ability to network and engage with a wide range of stakeholders representing Terra
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to diverse needs



Other requirements:

- Ability to work evenings and weekends as needed
- Clear Criminal Record Check and Child Intervention Check dated within 30 days of commencement
- Personal vehicle and valid class 5 driver's license is required

We are an equal opportunity and non-discriminatory employer and recognize the importance of a diverse workforce. We welcome all qualified applicants.

Salary: Upon completion of the probationary period, we offer a comprehensive, competitive, extended health benefits package including RRSP contribution. **Please state salary expectations in cover letter.**

To apply for this opportunity, please email your résumé and cover letter to: Human Resources, hr@careersforcommunity.ca. Please include the Director Fund and Resource Development in the Subject Line of the email. Please state in your cover letter how you heard about the position.

Closing Date: Until Suitable Candidate is Found