



e4c is excited to recruit a Development Coordinator with our Communications and Fund Development team! Are you a Raiser's Edge guru who enjoys managing and processing donor information from start to finish? Do you identify yourself as being analytical, process-driven and ready to assist in the coordination of fundraising events? The Development Coordinator could be the next step in your fund development career!

You are responsible for all aspects of processing and managing donations and donor information using the customer relationship management (CRM) donor database and Raiser's Edge. You will document Raiser's Edge processes and facilitate staff training to better support the development processes and policies of e4c. You will support the coordination and implementation of program fundraisers, community events and special events exclusive with e4c including the Annual WEAC Tea, Annual Kids in the Hall Gala and the United Way Employee Campaign!

Hours: Generally office hours; due to nature of position, will require some evening and weekend shifts

Why Join Our Team

- Full time position with health, dental, matching RRSP, robust employee assistance program.
- Build relationships and connect people to the work we do.
- Engage with individuals in meaningful opportunities, which positively impact those we serve.
- Be a part of a supportive team, dedicated to professional and personal growth.
- In-house training opportunities to build knowledge, skills and tools relevant to your role.

In Your Role You Will

Donation Administration

- Receive, record and process all charitable gifts received by e4c.
- Receive and record into donor database.
- Provide accurate information to e4c's Finance department.
- Ensure all cash management and reconciliation process and policies are adhered to and complete donor reports as required.
- Perform data searches to produce detailed and accurate reports and information for use in campaign analysis, solicitation and mailings.

Third Party Fundraising

- Provide support for e4c and third party fundraising events that benefit or name e4c as their charity of choice – program fundraisers, community events, and special events such as the Annual WEAC Tea, Annual KITH Gala, and the e4c United Way Employee Campaign.

Donor Acknowledgement

- Prepare tax receipts and donor acknowledgement.
- Devise unique and personalized recognition and stewardship for donors

Database Training, Process and Policy

- Document Raiser's Edge processes and facilitate staff training in Raiser's Edge (includes Communications and Fund Development staff, Finance and Administration as required).
- Communicate with all e4c staff and facilitate an understanding of development processes and policies in the agency.

Department Support

- As part of the Communications and Fund Development team, assist in the coordination of internal events such as celebratory gatherings, workshops, recognition and orientation events.



Education and Certifications

Required

- Diploma in Business, Fund Development, Not-for-profit Management or equivalent professional training/certification will be considered.
- Clear Police Information Check with Vulnerable Sector.

Experience

- 3+ years' experience in a Development or Donor Relations role.
- Excellent understanding of development and donor relations best practices, and ability to actively apply these principles.
- Ability to deal with tight timelines and multiple priorities, in a fast-paced team environment that is constantly changing.
- Excellent computer skills in a Microsoft Windows environment.
- Experience with Raiser's Edge donor database is required.

Competencies

- **Relationship Building** – build formal and informal relationships. Model and foster respect and reciprocity with people served in the program, managers, other e4c staff, external service providers and persons' served.
- **Teamwork** – work cooperatively and effectively with staff, colleagues, and stakeholders to achieve collective results.
- **Communication** – comfortable communicating formally, informally, in groups and one-on-one. Able to obtain and share information, ideas, and problems. Able to ask for advice, support and accept feedback.
- **Professional** - High level of integrity, ethics and professionalism; must be able to handle all confidential information with discretion and sensitivity.
- **Accountability** – define expectations for self to fulfill these expectations. Able to self-reflect, monitor and correct one's own actions.
- **Resource Management** – effectively manage resources.
- **Detail Oriented** – focus on the details that matter, check work, ensure that tasks are completed.
- **Creativity** – seek ways to improve processes and efficiencies for enhanced service and community relations. Respond to new and innovative ideas in an effort to problem solve for resolution.

Apply

Please forward your Cover Letter and Resume outlining your experience and qualifications relevant towards this role:

- Email: hr@e4calberta.org
- Website: www.e4calberta.org

At e4c diversity is our strength. We embrace diversity and offer equal opportunities to all qualified applicants. We welcome your application regardless of origin, culture, ethnicity, age, ability, gender identity, sexual orientation or faith.

Thank you to all those apply. Only those short-listed will be contacted for an interview.