



A career at the Arthritis Society is more than just a job. It's an opportunity to use your talents to make a difference in the lives of people affected by arthritis. In addition to making a positive impact, you will also be joining an organization that embraces innovation and is committed to being a great place to work. We offer a positive, fun, corporate working environment with lots of opportunity for learning and development through spirited teamwork and involvement in exciting projects and new initiatives, many of which are provincial and nationwide in scope. Our people are essential to our success and we will empower you with the resources you need to be successful in your role. The Arthritis Society is proud to be accredited under Imagine Canada's Standards Program.

Revenue Development Specialist

Prairie/Nunavut/NWT Region | Location: Edmonton

The Opportunity:

Reporting to the Director of Development for the Prairie/Nunavut/NWT Region, and working closely with the regional revenue development team, the Revenue Development Specialist will be responsible for implementing and managing effective fundraising strategies and initiatives throughout Edmonton and its surrounding areas.

Main accountabilities will include:

- As a passionate and driven fundraiser, developing prospect pipelines for leadership gifts, planned giving, corporation and service clubs.
- In consultation with the Director of Development, creating cultivation strategies and preparing both solicitation grants and proposals.
- Developing strong and authentic corporate partnerships and relationships with key stakeholders on behalf of the organization, based on exceptional customer service.
- Creating, managing and maintaining documentation related to donor meetings and requests.
- Assisting with securing sponsorships to support our mission and annual *Walk for Arthritis*.
- Establishing and maintaining relationships with donors including visits, announcements, invitations and information exchanges.
- Supporting regional and national revenue development activities, as required.

Required Skills & Experience:

The successful candidate will hold a degree in business studies, fundraising, event planning or a relevant discipline with a minimum of three (3) years of related experience gained from a fast-paced university, hospital or non-profit environment. Strong project management skills, exceptional attention to detail and a creative flair when it comes to event planning are a must. The ideal candidate will possess excellent relationship management, communication and interpersonal skills, with a positive, pro-active "can do" attitude. He/she will have a demonstrated passion for fundraising, event planning and making a real difference in the lives of people with arthritis. Excellent Microsoft Office skills are a must, with Raiser's Edge experience an asset.

We are proud to be an inclusive employer dedicated to building a diverse workforce, and welcome and encourage applications from qualified and talented candidates who embrace our core values. We focus on recruiting for both talent and alignment with our core values, and look for candidates who are interested in growth, learning and encourage new and smarter ways of working. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritis.ca by

November 16, 2018.

We thank all applicants for their expression of interest however only those selected for an interview will be contacted.



You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada and learn more about why you should join our team!