



Development Lead

Are you a creative and out of the box thinker? Does it excite you to be accountable and responsible for growing a charity's gift portfolio? Do you bring energy into a room? Are you an eager and relational business professional with an entrepreneurial mindset who wants to connect with donors to foster stronger and more significant relationships? Are you looking to leverage your experience to create strong, lasting partnerships with donors who are passionate about the commitment we have to the people we support?

e4c is looking for a Development Lead who will create and execute development plans for e4c to grow our gifts and monthly giving funds. You will identify and cultivate relationships with businesses, individuals and community organizations whose values strongly align with e4c. You will be responsible for building, nurturing and creating a greater community awareness of the root causes of poverty and how they impact the persons we serve.

Hours: Full-time: Monday to Friday: 40 hours per week: requires use of personal vehicle and travel around Edmonton.

Why Join Our Team

- Support and cultivate key relationships with new and existing donors, community partners and e4c stakeholders.
- In-house collaborative training opportunities and supervisory coaching sessions to build knowledge, skills and tools relevant to your role and duties.
- Robust benefit program, RRSP contributions, 4 weeks' vacation, EAP and other work related benefits.

In Your Role You Will

- Build and maintain relationships with new and existing donors including individuals, businesses and various community groups.
- Identify and seek meaningful engagement opportunities for donors including: program tours, workshops, volunteer opportunities and event participation.
- Build and coordinate management profiles for current and prospective donors.
- Develop, manage and update policies for gift acceptance, privacy of donor rights, third-party fundraisers.
- Ensure donation processing and receipting is executed on a consistent basis.
- Educate external stakeholders on the roots causes of poverty.
- Create fundraising and awareness campaigns to drive donations and build awareness of our work in the community.
- Research, develop and submit funding proposals to foundations, governments and other similar bodies, and manage the follow up and reporting of successful funding proposals.

Education and Certifications

- Post- secondary related degree or diploma
- Police Check with Vulnerable Sector.
- Intervention Check.
- Valid Driver's License, registration and insurance (\$2 million dollar liability), and operation of a personal vehicle is required.



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Experience

- 3+ years' experience in a related role.
- Entrepreneurial lens demonstrated through experience.
- Experience in planning and implementing development campaigns.
- Knowledge of principles, methods and strategies of fundraising, donor relations and communications.
- Experience with planning, organizing and managing events.
- Demonstrated aptitude for analyzing and interpreting data and synthesizing complex information from multiple sources.
- Experience with Raiser's Edge donor database and computer skills in a Microsoft Windows environment is required.

Apply

When applying, please submit a thoughtful Cover Letter and Resume outlining your interest and experience to:

- Email: careers@e4calberta.org
- Website: www.e4calberta.org/careers

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.