
Fund Development Coordinator

Calgary Homeless Foundation (CHF)

Calgary Homeless Foundation guides the fight against homelessness in Calgary. We allocate resources for highest impact and outcomes, maximizing benefits for people experiencing homelessness. With our database and research, we build knowledge and understanding, and we galvanize public and political will, so people can access the right housing with the appropriate support at the right time. In partnership with governments and community, we serve as the trusted advisor on how to leverage our combined resources so Calgarians can journey out of homelessness into a home with the supports they need to thrive.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high-impact team.

The Position

Reporting directly to the Vice-President Stakeholder Engagement, the primary responsibility of the Fund Development Coordinator is the execution and operational support of CHF's Fund Development Strategy and supporting activities. It will include coordinating and developing major gifts management, monthly donor program, and support for annual giving and grant proposals.

The Fund Development Coordinator will participate in communication and prospecting activities involving email, grant applications, relationship building/stewardship vehicles, and social media campaigns focused on shaping a sustainable donor stewardship program.

Our Staff

CHF staff are action-oriented individuals who are leaders, courageous collaborators, evidence-inspired, and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, adding value to the community.

They work cooperatively with others in a strong team environment and demonstrate flexibility in organizing and undertaking work. They show a high degree of initiative, discernment and resourcefulness, exhibit excellent communication and relational skills, and demonstrate thoughtfulness and intelligence in decision-making. Most importantly, they are focused on creating positive outcomes for people experiencing homelessness.

Accountabilities and Deliverables

- Provide hands-on execution for CHF annual donations campaign.

- Develop donor proposals, grant applications, stewardship reports ensuring all deadlines are met.
- Assist with the ongoing stewardship of relationships with donors, prospective donors and key stakeholders.
- Identify grant opportunities in support of agreed-upon strategic projects for CHF and complete grant application process.
- Provide operational support for all CHF special events and marketing initiatives to increase the public's awareness of CHF.
- Support development of partner communications, posters, websites and other collaterals to support fundraising activities.
- Act as a well-informed ambassador for CHF at presentations, donor meetings, recognition and external community events.

- **Education & Experience**
- Post-secondary degree in communication, marketing, business, fund development, or a suitable combination of education and experience.
- A minimum of three years related experience in fund development activities is required.
- Demonstrated success and progressive track record of stewarding donors, preparing donor reports and targeted communications, and strengthening relationships to raise funds and meet fundraising goals.
- Understanding charitable tax receipting regulations is an asset.
- Proven experience with Raiser's Edge or similar software.
- Experience in the use of social media for fundraising is considered an asset.
- Ability to work independently in articulating and driving new initiatives or enhancing existing programs.
- Persuasive and professional writing, presentation, website and communication skills.
- Well-established project management skills to manage multiple demands in a dynamic and time-sensitive environment.
- Dependable, flexible, and resourceful with excellent team and interpersonal skills.
- Strong computer skills and proficiency in Microsoft Office Suite, Mailchimp.

General Competency Requirements

- **Personal Initiative:** Self-starter with willingness to learn on their own.
- **Culturally Congruent:** A passion for, belief in and communication of CHF vision, mission and core values. Demonstrates a strong service ethic and customer service approach.
- **Teamwork:** Ability to work independently and as part of a team. Is willing to provide assistance and support to others and defines success in terms of the whole team.
- **Organizational:** Can manage multiple projects and prioritize work based on various deadlines; close attention to detail
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community collaboratively.
- **Communication:** Excellent listening, verbal and written communication skills combined with an ability to communicate effectively with a diverse group of key external stakeholders
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly.
- **Results-Oriented:** Sets high-performance standards, including setting goals and priorities that maximize available resources to deliver results against CHF direction, objectives, and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven project management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focuses on building and protecting CHF's image, reputation, and long-term interests, including promoting CHF's reputation as a leader in ending homelessness.
- **Resource Management:** Can identify, obtain, and effectively allocate resources required to achieve CHF goals and apply appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust based on professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: 15 October 2021

Please submit your resume and cover letter to: careers@calgaryhomeless.com

Please note that Calgary Homeless Foundation requires the successful candidate to provide a police information check including a vulnerable sector search as a condition of employment.