

A Safe Place

Support and Resources for Domestic Abuse

Position

Fund and Resource Development Coordinator

Reports To

Executive Director

Salary

\$21-24.00 per hour based on relevant experience and education.

Job Summary

The purpose of this role is to enhance the long-term financial sustainability of A Safe Place through effective resource development activities, events and donations. The Resource Development Coordinator reports to the Executive Director and will liaise with, provide support to, and work in tandem with the Communications coordinator.

Job Duties

Specific responsibilities include but are not limited to the following:

- Develop, implement, and evaluate a fund development plan that will achieve the fund development target identified by the Executive Director. The plan would normally include fundraising initiatives such as: an annual appeal program, planned giving, ASP and third party fund raising events, raffles, e-campaigns, bequests, workplace giving, website donations, sponsorships etc.
- Conduct the full range of activities required to prepare, submit and manage grant proposals for government, foundation and corporate sources. This includes:
 - Prioritizing and developing projects in concert with other staff
 - Tracking existing grants by utilizing internal reporting systems, writing reports, maintaining historical records, and liaising with staff to ensure grant conditions are met.
 - Complying with grant reporting as required by donors.
 - Writing acknowledgement letters and correspondence.
- Manage and grow external relationships that will contribute to A Safe Place's ability to attract donations and other forms of support. This includes fostering relationships with funders by providing excellent customer service, anticipating and exceeding the needs of funder expectations.
- Build and maintain a donor prospects and stewardship database that will serve as an active prospect identifier, target prospects for personal contact and, moving annual donors into the next giving level as appropriate.
- Track financial and donor information for all gifts.
- Liaise with ASP bookkeeper to ensure all grants and donations are allocated to the appropriate budget line.
- Ensure tax receipts for eligible donations are sent in a timely manner.
- Working with the Communications Coordinator and the Administrative Assistant, develop all donor related communications material as required such as appeal letters, donor correspondence, case for support, thank you letters, etc.
- Attend relevant community sector conferences, training and capacity building activities.

- Provide timely reporting to the Executive Director
- Complete resource development related general administrative and technical duties
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing professional networks; participating in conferences, meetings, etc.
- Participate in self-care activities and promote a culture of self-care for volunteers and clients.
- Work as part of a team to attain A SAFE PLACE mission.

Qualifications and Characteristics

- Proven record of success in raising funds, from the community as well as government sources, for non-profit organizations.
- Minimum Diploma, Degree preferred in related field with relevant work experience.
- Demonstrates a high-level of knowledge and experience in community or related human services sector regarding fundraising, marketing, and working with volunteers.
- Knowledge of Donor Bill of Rights and Fundraising Code of Ethics.
- Strong writing, presentation and networking skills.
- Strong personal presentation and communication skills required.
- Confidence to engage directly with people to encourage and motivate them to participate in activities and events.
- Ability to plan and work collaboratively in the development and implementation of fundraising events.
- Ability to develop and work within program budgets.
- Commitment to inclusiveness and diversity and a deep appreciation of the many cultures that shape and enrich our society.
- Willing to take additional training as required.
- Willing to travel and work on-call and off-duty hours.

Required: Valid driver's license; current driver's abstract, CPIC, Vulnerable Sector check, Child Intervention Check (CIC) clearance.

Work Conditions

- Working in an office environment in Sherwood Park.
- Interaction with employees, community partners, volunteers, clients and public at large.
- Operation of computer and peripherals.
- Flexible work hours based on 20 hours per work week, primarily Monday to Friday, some evening and weekend hours will be required.

~Please submit resumes with cover letter to HR@asafeplace.ca~