



Development Officer

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. The Development Officer is responsible for providing weekly written reports on prospects, calls and outcomes while working to secure funding for Easter Seals Alberta programs.

Responsibilities:

- Actively responds and takes initiatives on fundraising opportunities with donors, ensuring appropriate cultivation and stewardship;
- Identifies opportunities for cross-promotion between annual giving and major gifts;
- Experience in creating digital fundraising campaigns;
- Takes a donor centric approach to all fundraising activities and consistently delivers effective stewardship and engagement practices;
- Acts as the relationship manager to assigned portfolio of loyal and new donors with mid-range giving capacity;
- Manages donor pipeline in RE-NXT with respect to moves management tracking;
- Ensure monthly donors receive the right number of touchpoints during the year (5 to 6 touchpoints)
- Actively identify and research prospects to bring forward to monthly meetings;
- Provide Camp tours to donors, groups, and prospects;
- Provides engagement opportunities (Work parties, volunteer experiences); and
- Provides the Director of Development weekly written reports on prospects calls and outcomes.

Requirements:

- Three to five years of fundraising and donor management experience;
- Relevant post-secondary degree or diploma;
- Strong interpersonal skills;
- Mature, flexible, well-organized individual who works with staff and volunteers;
- Ambitious and enjoys relationship building in the community;
- Exceptional oral and written communications skills including cold and warm telephone calls;
- Ability to thrive in a team environment and be self-motivated;
- Strong computer/database experience with Raiser's Edge NXT;
- Valid Alberta Driver's Licence and reliable transportation

Knowledge and Skills:

- Team building
- Annual Giving
- Digital campaigns
- Innovative thinking, flexible and change oriented;
- Shows initiative, enthusiasm, and persuasiveness;
- Translates “how we’re doing” data into “how we can make it better”.

To apply, please email your resume and cover letter with salary expectations to:

Paula Telfer

Chief Executive Officer
Easter Seals Alberta
Paula@easterseals.ab.ca

We thank all those who apply for their interest; however only those selected for an interview will be contacted.