

Development Officer, Corporations, Foundations & Sponsorship

About the Calgary Public Library Foundation (www.libraryfoundation.ca)

We're a dedicated group of fundraisers whose mission boils down to raising money for the Calgary Public Library. Our size may be small but our commitment to the cause is BIG! We set ambitious goals and work together to achieve them. While we all have our areas of expertise, we're always learning as we adapt to fill the needs of upcoming projects.

We're a collaborative group, more likely to call out to our colleagues and hash out a problem on the fly than send an email. We're creative problem-solvers who love trying new ideas. We have fun but never forget to challenge each other and the status quo.

Over the past 7 years we have raised 98.7% of our \$350,000,000 goal for our *Add-In* Campaign. As we transition to the next big goal, we're looking for a **Development Officer, Corporations, Foundations & Sponsorship** to help us secure funding and sponsorships from corporations, foundations, and other organizations. This is an exciting opportunity for the right candidate to play a part in defining their role with the Calgary Public Library Foundation.

About You

You're a seasoned B2B networking superstar. You're a storyteller who can appeal to emotions and logic. You love getting out of the office and out into the world, connecting with the right people at the right organizations to secure support for the Calgary Public Library. You're comfortable navigating conversations about money and asking directly for financial support.

You're an all-around excellent communicator – not just conversations but in writing too. As familiar as you are with B2B relationships, you know the ins-and-outs of the proposal and grant writing. You know what decision-makers want to see when a document comes across their desk. You know how to be brief and to the point, while navigating complex subject matter.

What You'll Do:

- Identify, engage and solicit prospective corporations and foundations for donations
- Create personalized touches and strategies for your portfolio of donors
- Maintain relationships with Calgary Public Library staff, leaders and friends
- Implement cultivation, solicitation and stewardship tactics with the support of our Creative Director, Communications Manager and Stewardship Lead
- Execute strategic plans for "next chapter" in conjunction with the CEO and Director, Donor Relations.
- Other duties as assigned

Must-Haves:

- A passion for the Library!
- 2- 5 years related experience in fundraising or business development
- Demonstrable track record of success in building relationships
- Ability to quickly understand the visions of others, and help them achieve those visions via investment in the Calgary Public Library Foundation
- Clear and concise communication skills (verbal and written) for completing proposals and grant applications
- Proficiency working in Raiser's Edge (CRM) considered an asset
- Relentlessly resourceful, efficient, creative, tenacious and a good closer
- Ability to work some evenings and weekends

What You'll Get:

- A competitive salary + benefits
- 4 day weeks for 30% of the year!
- 4 weeks vacation
- 10% RRSP matching
- Work in Calgary's new Central Library

The Interview Process:

- We start with "speed-dating" process where we ask top candidates to come in to meet the team – a resume only says so much and we want to see how you jive with everyone
- You'll spend about five minutes with each of your potential colleagues
- We identify two or three candidates that really jelled try to close the deal with a second interview about your skills
- We have you start as soon as you are able, why wait?

Please apply with a resume and cover letter to info@addin.ca by October 18th at 12:00pm