



Position: Donor Engagement Coordinator (Annual Gifts) (Full Time)

Want to do work that makes a difference?

Join us as we work to change lives and build a more inclusive economy in Calgary! Check out our mission, vision and values on our website. We invite you to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty.

We are an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We are professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs to Social Workers and everything in between.

We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

What you'll be doing:

Momentum's fundraising approach is to lead with results and relationships. We view ourselves as a strategic partner for donors, delivering on outstanding social impact.

Our Resource Development team is poised for growth. Our organizational strategic map sets our sights on new opportunities to meet the future and take our work to scale. The Resource Development team will play an important role in securing the revenue to make these plans possible.

As the Donor Engagement Coordinator, Annual Gifts, you will play a critical role in storytelling and fundraising for Momentum through events, communications, and direct relationships with donors.

Key Responsibility Areas (overview):

- Design and deliver the annual mail campaign, targeting donor renewal.
- Serve as the primary architect and organizer for our annual fundraising events.
- Create and coordinate donor proposals, reports and communications that are engaging and stand out from the "clutter".
- Oversee timely, quality donor stewardship for annual donors

Primary Relationships:

- Director of Resource Development (Supervisor)
- Donor Engagement Coordinator, Major Gifts
- Resource Development Administrator
- Marketing Coordinator
- Brand & Communications Coordinator
- Director of Operations
- Program Department Managers

Who we're looking for:

As we talked with our team about this new position, we came up with a “wish list” of sorts for the kind of candidate we are looking for. At a glance, you are someone who:

- **Has exceptional relationship skills.** To us this means: you are easy to work with, you care about people, you can authentically share yourself with others, and you bring joy into your work.
- **Is passionate about creating an inclusive economy and ending poverty.** This work clearly lines up with your values and the contribution you want to make to the world.
- **Crafts fantastic stories and communicates compelling content.** You can write and communicate stories in a way that stands out and causes people to stop and listen.
- **Manages multiple project elements like a ninja.** You can stay organized, and deliver on time, at a high standard of excellence.
- **Remains laser focused on results.** You strive for clarity of goals, and you align your efforts, energy, and focus to achieve them.

Major Responsibilities:

Design and deliver the annual donor renewal campaign.

- Campaign meets revenue target
- Campaign meets response rate target
- Meets target for contribution to undesignated revenue through events, renewal campaign, and annual undesignated donor giving.

Serve as the primary architect for our annual fundraising events.

- Breakfast event meets revenue target for flexible funds raised (fundraising)
- Breakfast event meets attendance target for new and current donor attendees (“friend-raising”).
- Attendees leave inspired and hopeful about Momentum’s work, as demonstrated by % of attendees who make a donation.
- New event opportunities are strategically explored and piloted.
- Event supports relationship advancement of donor relationships.
- Participants are meaningfully involved in event and satisfied with their experience.

Create and coordinate donor communications, proposals, and reports that delight readers.

- Donor communications are compelling and stand out above the “clutter” while aligning with Momentum values/culture.
- Donor proposals and reports for major gift donors are timely and lead to greater investment in Momentum’s work.
- Quality written pieces are produced to support major gift asks.

Oversee timely, quality donor stewardship for annual donors

- Donation thank you calls are made within two business days of gift.
- Monthly donor portfolio grows by 15% annually.
- A portfolio of annual donors receive timely and compelling updates.
- Contributes to meeting donor retention goal.

Departmental and Community Involvement

- Development of a broad network of relationships throughout organization to support fundraising efforts and contribute to organization-wide success.

What do you need to do it well:

- At least three years of not-for-profit fundraising experience. Equivalent private sector experience (i.e. Marketing/business development) will be considered.
- A post secondary degree.
- Experience planning and successfully executing high profile events or projects.
- Experience communicating powerful stories in multiple mediums (e.g. Writing, photography, video, graphic design, events etc.)
- Knowledge of the Calgary philanthropic community an asset.
- Current knowledge of fundraising best practices and techniques a strong asset.
- Experience with Raiser's Edge database is an asset.
- Knowledge of Community Economic Development and poverty issues an asset.
- Computer literacy in word processing, spreadsheets, databases, email and Internet systems essential.

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM0304

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org