

Development Associate (Donor Relations and Research)

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

The Position

This is a permanent, full-time position reporting jointly to the Development Manager and the Annual Giving Manager.

Position Overview

The Development Associate is a full-time position focused on providing leadership for Kids Cancer Care's prospect research and donor stewardship portfolios, while managing a portfolio of loyal donors with mid-range giving capacity including service groups and professional associations. This position additionally supports grant and proposal writing.

The position requires the Development Associate to be both task and project driven, requiring the ability to manage multiple responsibilities, take initiative, problem solve, provide assistance and especially in relation to the specific tasks outlined below:

Responsibilities

Tasks reporting to, and in collaboration with, the Development Manager

1 Prospect Research

- Using a broad spectrum of sources, research, organize, and evaluate a prospect's financial capacity, ability to give, charitable interests and connection to KCC in order to build KCC's donor pipeline
- Produce in-depth, well-written reports on prospects and/or prospect briefings for the use of the development team
- Build the grant application calendar based on grant application deadlines, KCC funding needs and other relevant considerations

- Implement new research techniques as they arise, striving to design the ultimate prospect research methodology
 - Manage donor pipeline in RE-NXT with respect to data integrity, moves management tracking and program metrics
- 2 Stewardship
- Update and maintain KCC stewardship grid and encourage awareness of required activities across the Development team
 - Coordinate all revenue development key stewardship and recognition activities including events, signage, Camp Fridays, Kindle Care Days, Board Thank You Calling program, etc.
 - Ensure fulfillment of sponsorship terms and conditions
 - Assist in the development of impact reports for donors and sponsors including the Gratitude Report and its requisite distribution lists
 - Ensure donors receive the right number of touchpoints during the year which may include awareness of mass communication activities.
- 3 Proposal Writing
- Assist in writing and/or editing grant and gift proposals

Tasks reporting to, and in collaboration with, both the Development Manager & the Annual Giving Manager

1 Mid-Level Donor Strategy

- Develop and implement a stewardship program in accordance with moves management to determine linkage, ability and interest in KCC and encourage deeper relationship with these donors
- Follow and track donor changes in giving frequency and/or giving levels resulting from the program

Tasks reporting to, and in collaboration with, the Annual Giving Manager

Donor Acquisition

- Assist with specialized mailings in both direct mail and planned giving programs
- Build giving capacity with service clubs, professional associations and new donors
- Participate in integrated direct response strategy around Giving Tuesday, email solicitation, social media, list management and tracking

Donor Renewal and/or Retention

- Coordinate new donor welcome email and hard copy, updating Mailchimp lists as required
- Maintain and update email thank you templates in Mailchimp and Raisin

General Duties as a member of the Revenue Development team:

- Maintain accurate records in Raisers Edge NXT;
- Work closely with staff and volunteers to establish vision and methods to achieve and exceed the goals of each program;
- Create and adhere to appropriate timelines and ensure that necessary resources are in place;
- Participate in the establishment of both long term and short term (annual) planning for the Revenue Development area;
- Represent Kids Cancer Care in the community by 1) being knowledgeable about the cause and 2) developing and maintaining supportive relationships;
- Bring creativity and enthusiasm to the workplace; and,
- Ensure that Kids Cancer Care programs and events are of the highest standard by adhering to all charitable and ethical guidelines
- Assist with community fundraising initiatives and signature events as directed by Managers.

Qualifications

- At least two years of fundraising and donor management experience;
- Relevant post-secondary degree or diploma;
- Strong interpersonal skills;
- Exceptional project management and planning skills;
- Mature, flexible, well-organized individual who works well with staff and volunteers;
- Ambitious and enjoys building relationships in the community;
- Strong oral and written communication skills including an excellent telephone manner
- Ability to thrive in a team environment and be self-motivated
- Strong computer skills and proficient with all Microsoft office applications;
- Demonstrated database proficiency required, experience with Raiser's Edge or Raisers Edge NXT, and email systems, preferably Mailchimp;
- Valid Alberta Driver's Licence and reliable transportation;
- Police and vulnerable sectors check required (new or done within the last three months);
- Ability to lift 20-30 lbs.

Industry Knowledge

- Knowledgeable and stays current with Canada Revenue Agency (CRA) and Service Alberta regulations and guidelines regarding fundraising in Canada and specifically, Alberta;
- Knowledgeable and stays current with Alberta Gaming & Liquor Commission (AGLC) legislation, regulation and policy related to charitable groups;
- Ensure that all KCC fund development activities, for both staff and volunteer participants, are fully compliant with both the AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct; and
- Stay well-informed of news, activities and trends in the non-profit sector.

Competitive salary and benefits.

Closing Date

June 14, 2019 by 4:00 pm

Applications

Please send a cover letter and resume in one pdf document with Development Associate in the email subject line to:

filbert@kidscancercare.ab.ca

Karen Filbert, Annual Giving Manager
Kids Cancer Care Foundation of Alberta
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Calgary, AB T2H 1K8

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.