



Community Connections Officer - Full Time

CKUA opened the Calgary Foundation CKUA studio at the National Music Centre in September 2016 thanks to a three-year grant from the Calgary Foundation. Now broadcasting two daily and several weekend shows from Calgary and featuring the community's arts, music and culture scene, CKUA is actively growing its presence in Calgary. Equipped with an ambitious new strategic plan, and in conjunction with CKUA's Calgary hosts, Senior Producer and Business Development/Sponsorship Specialist this new role aims to forge deeper relationships with our Calgary audience, and in doing so, generate necessary funds to support CKUA's vision to forever inspire and connect people through the power of music, arts, culture and story.

Key activities include:

- Fund development
 - Major Gift fundraising including proposal writing and reporting
 - Building relationships with local arts and culture partners, foundations and municipalities in southern Alberta
 - Represent CKUA at relevant community events
- Event planning
 - Plan and execute delightful donor engagement opportunities at the studio
 - Collaborate to plan and execute donor events in the community e.g. Calgary Folk Fest Nooner
- Studio tours and the National Music Centre (NMC)
 - Provide donor tours and identify opportunities to formally and informally partner with the National Music Centre where possible
- Volunteer connections
 - Collaborate with our volunteer department to be an on-the-ground touch point for volunteers, when needed.

WHO YOU ARE

- Interested in people and supporting them to meet their philanthropic needs
- Passionate about CKUA and the music and arts community in Calgary
- Able to work independently and creatively
- Energetic, flexible and motivated
- Resourceful and highly collaborative

WHAT YOU CAN DO

- Identify opportunities for funding and fulfill them from inception to completion including proposal writing, presentation, cultivation and stewardship
- Understand the funding needs of the Calgary studio and how they relate to CKUA overall
- Manage and track relationships through a highly effective and organized system
- Establish goals and KPIs at the inception of an initiative which you will monitor and track progress against
- Fulfill all aspects of an initiative/program from planning to execution to reporting
- Communicate and collaborate with CKUA Development team to ensure effectiveness of approach

WHAT YOU BRING

- 3-5 years of experience in development, specializing in major gift fundraising, or business development
- Knowledge of Raisers' Edge and ability to use it as a relationship management tool



- Comfortable with public speaking; at ease with board members, senior business leaders, government leaders, arts professionals
- Exquisite verbal and written communication skills
- Ability to interact and manage the expectations of clients, partners, and internal resources
- Exceptional time-management skills

WHAT'S IN IT FOR YOU

- Join a passionate team at Alberta's best-loved radio station and cultural icon in Calgary as we build towards a century in broadcasting.
- Plus a decent salary and benefit package of course.

HOW TO APPLY

- Please send a generic Funding Proposal sample (no more than 2 pages) along with your resume and cover letter outlining your qualifications and why you feel you'd be a great fit at CKUA to: JointheTeam@ckua.com.
- Reference: Community Connections Officer
- Deadline: June 8/2018
- Only applications that have met all the above requirements will be considered. We appreciate all submissions; however only those candidates selected for an interview will be contacted.