

Director, Donor and Community Engagement

Position Description, 2018

EducationMatters works with the community to support educational enhancements that help students succeed in school and into adult life. As a charitable trust, EducationMatters works primarily in the Calgary Board of Education to support students in Early Childhood Development through grade 12.

Purpose and general accountability of Director, Donor and Community Engagement

The Director, Donor and Community Engagement (Director) is accountable for building the assets of EducationMatters through the identification, cultivation, solicitation and stewardship of a broad range of individuals, corporations, foundations and governmental funding programs. The Director builds and maintains excellent relationships and partnerships with donors, volunteers, community representatives, Calgary Board of Education alumni and stakeholders in public education and leads and manages communication and marketing promotion of the Trust. The Director is a leader in engaging public support for the mission, vision and mandate of EducationMatters. The Director is accountable and reports directly to the Executive Director of EducationMatters and is a key member of the senior management team.

The Director provides leadership and management of the direction, planning and execution of Fund Development activity in the broad areas of Annual, Major Gifts and Planned Giving and in developing and implementing all Communications and Marketing strategies. The Director supervises and works closely with the Development and Communications Officer and will assume a leadership role with the Fund Development and Communications Committee in the coordination of fundraising and promotional activities. All Fund Development and Communications efforts are undertaken in ways that enhance the credibility of EducationMatters as a responsible and effective manager of all gifted assets; a prudent funding/grant-making organization; and an informed expert on the views and priorities of donors, the broader community and public education stakeholders.

The successful candidate will have a minimum of six years' experience in fund development and communications strengthened by their education, has the ability to find the balance of taking initiative and being self-directive, while working in a team atmosphere, and understands building assets is their primary mandate with the organization. Sales experience will also be considered an asset.

Salary range: \$70,000 - \$90,000; commensurate with training and experience. Excellent benefits package and professional development and leadership opportunities. This is a flexible position with many opportunities for innovation and professional growth.

Interested candidates should visit EducationMatters' website [www.educationmatters.ca/about-us/careers] for the full position description and forward a cover letter with their resume as directed.