



## Director, Fund Development & Communication – Ref. No. 18044

### **The Alex: Changing Health. Changing Lives.**

**The Alex Community Health Centre** is a not-for-profit organization that has been operating in Calgary since 1973. The Alex provides services and programs to individuals and families who experience barriers to health. Using a multidisciplinary team approach, we focus on assessment, intervention, and promotion of all aspects of health and determinants of health. We embrace a model of healthcare that is accessible, responsive, and participatory. In addition to the Youth, Family, Seniors, and Complex Care Health Centers, we run two mobile Community Health Buses, one Community Dental Bus, three Housing Programs, a Community Food Centre and CLERC - legal support for Children and Youth.

If you are results focused, possess exceptional communication skills, and have the ability to build and maintain donor relationships, and if being an ambassador for a great organization excites and motivates you, then this position may be for you.

### **Position Summary**

The Director, Fund Development & Communications directs and oversees the execution, management, supervision, and evaluation of all the organization's fund development and communications programs & strategies. As a key member of the Executive team, the Director also participates in organizational strategic planning and budgeting initiatives and overall leadership at The Alex.

### **Duties and specific responsibilities:**

- Lead, motivate and manage The Alex's fundraising and communications professionals, including hiring, onboarding, training, overseeing professional development, and evaluating and monitoring the performance of your team. Identify relevant benchmarks to ensure appropriate staff accountability and achievement.
- Ensure appropriate resources are in place to meet your team's objectives.
- Develop and implement fundraising strategies that support all areas of the organization.
- Oversee all communications for The Alex, including the content and implementation of all strategic communications plans. Provide leadership for the development of key communications tools including the Annual Report, AGM and newsletters.
- Provide accurate, appropriate, and timely information to the Executive team and Board of Directors including reports, dashboards, analyses, and strategic recommendations.
- Develop and execute strategies that build the organization's capacity to effectively engage employees, the community, and our donors.
- Work collaboratively with the senior finance staff of The Alex, ensuring accurate and effective revenue forecasting and gift planning.
- Work collaborative with the senior evaluation staff of The Alex to ensure accountability to funders and donors.
- Manage prospect development and research, ensuring that effective, accurate and timely information is gathered, tracked, analyzed and distributed to relevant audiences.
- Support the leadership team in developing structured communication strategies that reduce risk and provide clarity and direction
- Develop and implement comprehensive fundraising training for leaders (as appropriate), ensuring best practices are in place.

**The ideal candidate will be or have:**

- **A results-oriented team player with the ability to build strong relationships with diverse stakeholder audiences**
- **Demonstrated success leading the development and implementation of effective internal and external marketing and communications strategies**
- **Proven fundraising track record**
- **Excellent planning, budgeting, analytic; and organizational abilities**
- **Strong interpersonal skills, excellent written and oral communication abilities, integrity, high energy, and creativity**
- **Leadership experience within a dynamic and complex non-profit environment; ability to lead from alongside in developing a culture of philanthropy within The Alex**
- **Strong industry knowledge**
  - Be well versed with Canada Revenue Agency (CRA) rules and guidelines regarding fundraising in Canada and specifically Alberta;
  - Ensure that all fund development activities undertaken by both staff and volunteers are fully compliant with both AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct;
  - Stay abreast of news, activities and trends in the non-profit sector.

**Appropriate education, training, certification**

- Bachelor's degree or higher education in a relevant area;
- Certified Fund Raising Executive (CFRE) designation is preferred;
- Industry specific training in various fund development methodologies.

We offer a competitive salary, excellent benefits, and a dynamic, positive work environment.

**Please submit your resume to:** [jobs@thealex.ca](mailto:jobs@thealex.ca)

**Deadline to apply:** Until suitable candidate is found

*We thank all applicants; however, only those selected for an interview will be contacted.*

*For further information about The Alex and its programs, we encourage you to visit our website at [www.thealex.ca](http://www.thealex.ca)*