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## JOB DESCRIPTION

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**Position Title**

Director of Fund Development

**Reporting To**

President of the Board

**Location**

Calgary, Alberta

**Hours per month**

6-8 hours

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## POSITION SUMMARY

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The Director of Fund Development is responsible for all fundraising initiatives and activities of the organization. This includes the development and implementation of the fundraising strategy as it's related to membership, sponsorship, funding applications, and swag. The role includes cultivating and maintaining relationships with new and existing donors and supporters alongside researching and writing grant proposals and providing evaluation reports as required.

As a member of the senior management team, the Director of Fund Development leads the Fund Development Committee, participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

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## DUTIES & RESPONSIBILITIES

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- Research and develop funding proposals for charitable foundations, community foundations, corporate charitable funds, government funding, and other similar funds.
- Responsible for the development of fundraising as it relates to membership, sponsorship, and swag.
- Research and identification of potential donors and developing the case for giving.
- Responsible for the development, implementation, management, and evaluation of all activities related to fundraising and funding applications.
- Remain current on all legislation and ethical practices pertaining to fundraising.

- Responsible for updating fundraising database, reporting income to the Treasurer, and ensure timely distribution of donation receipts.
- Compile, maintain and report on fundraising statistics including membership, sponsorship, and swag.
- Analyze trends in fundraising, identifying opportunities and challenges and developing strategies to ensure goals are met.

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#### QUALIFICATIONS

- Graduated or enrolled in a University degree or community college diploma program
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including operating Google Suite
- Willingness to learn about the nonprofit sector