



CHOOSE A CAREER AT CANTERBURY, WHERE COMMUNITY IS AT HOME AND LIFE IS WELL-LIVED

Come join Canterbury to help us live our vision of enhancing the role of seniors in society. You will be joining an industry leader that has been the seniors' residence of choice in Edmonton for over 40 years. You will work alongside leaders who share the mission of providing independence, safety, comfort, and connection to support meaningful lives for the Canterbury community. You will build your career in a community that is making a difference in the lives of others.

Position Scope

Canterbury Foundation is looking for a lively, dynamic, and passionate individual to join our team as Fund Development Specialist. The Fund Development Specialist is a relationship builder, responsible for connecting donors, sponsors, and funders to our innovative senior care model by inspiring and stewarding all avenues of giving. They will diversify revenue streams of giving while integrating fundraising concepts and building a culture of philanthropy among staff, volunteers, current and prospective stakeholders.

Reporting directly to the CEO, this position is an integral member of our team and provides planning and execution of all aspects of the organization's Fund Development initiatives including Annual Campaign & Auction, Staff Campaign, Sponsorships, Grants, and oversight of Fund Development content for marketing & communications.

Key Responsibilities

- Execute the Canterbury's Fund Development & Stewardship Plan.
- Plan, execute and manage Canterbury's Annual Promise of Home Annual Campaign & Online Auction and Annual Staff Campaign.
- Develop strategies to solicit, secure & stewardship of future major and planned gifts and sponsorships.
- Develop stewardship plans for individual and corporate giving donors and sponsors.
- Communicate Canterbury's objectives with all stakeholders through a strong understanding of the immediate priority funding and budgetary needs.
- Contribute to the development of Canterbury's annual budget, including establishment of financial targets and development of annual fundraised revenue.
- Ensure effective renewal and stewardship strategies are in place for all donors. Ensure

personal stewardship plans are created and carried out for major and planned donors as part of relationship management.

- Manage and develop comprehensive cultivation and solicitation plans and track donor activity for prospects. Work with the executive team to identify donors of interest who could be considered for Annual and/or Major Gift cultivation.
- Prepare briefing packages, proposals, implement stewardship protocols and coordinate necessary follow-up for solicitation calls.
- Effectively communicate with Monthly donors and High-Value donors, enhancing their understanding of the values and activities/programs Canterbury Foundation offers.
- Secure donations in support of possible capital campaigns, revenue goals and other strategic goals of the organization.
- Research, qualify and write grant/foundation applications; coordinate reporting/recognition requirements.
- Apply a donor-centric lens and language to all fund development communication and donor interactions.
- Support communications strategy to raise awareness and expand donor base.
- Contribute content for social media efforts and website to ensure alignment with fund development strategy and initiatives.
- Ensure the privacy and accuracy of all confidential donor information.
- Discover, curate, and share stories that reflect the impact of giving.
- Design and lead execution of inspirational fundraising and donor appreciation events.
- Help our donors achieve their philanthropic goals and ambitions through a relationship with our organization. Interpret the interests of potential donors or stakeholders and translate them into attractive opportunities for investment in Canterbury Foundation.
- Lead, build and maintain a portfolio of major donors and prospects with significant giving potential.
- Engage executive and board leadership in donor prospecting, solicitation, and stewardship.
- Acknowledge major donors through public and private recognition.
- Project work as required.

Education

- Post-secondary education with a diploma or degree in non-profit management, communications, business administration or equivalent job experience.
- Certified Fundraising Professional Executive certification (or working towards certification) is preferred.

Competencies & Knowledge

- At least 2-3 years of experience with nonprofit fund development, including annual and major

giving, sponsorships, grants, and events.

- Previous experience in the Continuing Care Sector, working with the aging population, will be considered an asset.
- Able to demonstrate strong planning, organizational and problem-solving skills.
- Able to translate plans into action.
- Excellent writing abilities, both casual and structured to draft compelling and persuasive correspondence to donors and prospects, formal written structure for grants and sponsorship requests.
- Proficient working with donor databases, Microsoft Office Suite (Word, Outlook, Excel).

The ideal candidate is:

- A connector! Able to build relationships with internal and external stakeholders with a wide variety of personalities; able to manage situations with discretion.
- Approachable, open, self-motivated, accountable, flexible, tactful, politically sensitive.
- Positive with a solution-focused attitude, taking initiative and who can work both independently and as part of a team.
- A critical thinker.

If this position describes you and you are motivated to share a call to action that inspires innovation in the senior care sector, we invite you to submit your resume and cover letter. This position will remain open until we find a qualified candidate who is a great addition to our team and culture.

Canterbury Foundation thanks all applicants, only those individuals selected for an interview will be contacted.