

## ***Fund Development & Communications Coordinator***

***16-month parental leave coverage with potential for extension***

For over 50 years Distress Centre has served Calgary and Southern Alberta, providing 24-hour crisis support, information, and resources at no cost. Distress Centre does not define crisis. We do not judge. Anyone can call us day or night.

### ***What to expect in the role:***

#### **Job overview**

Distress Centre is currently looking for a Fund Development & Communications Coordinator to support the department of Strategy & Engagement by providing administrative and campaign and event management coordination.

#### **Primary Duties**

This is not an exhaustive list of duties, but meant to give you a sense of what you'll be doing on a regular basis. Other related duties may be required.

##### **Fund Development Administration**

- Enter and maintain corporate and individual donor records
- Track all stewardship activities – grants, gifts in kind, and donations
- Assist with monthly tax receipting
- Develop reports for the Fund Development Committee and the Board
- Coordinate with third-party fundraisers
- Respond to donor inquiries regarding tax receipts and donation forms
- Creating and maintaining webpages for events and campaigns including the Donor FAQ and Ways to Fundraise pages
- Research fund development campaigns and events and apply that research
- Maintain online donation platforms
- Track and report on fund development volunteer hours

##### **Communications Support**

- Website maintenance
- Scheduling blog and social media posts
- Track media hits and website statistics using Google Analytics
- Create graphics and content for social media posts
- Assist with communications campaigns including email marketing, social media, measurement and reporting, graphic design, and content creation

#### **Hours of work and conditions**

This position is 35 hours/week for 16 months with potential for extension. The hours are generally 9:00am – 5:00pm, specific hours can be negotiated with your supervisor. Some evening and weekend work will be required.

Staff are currently transitioning back to the office. It is expected you will work under a hybrid model with some days in the office and some days working from home.

### ***What you bring to the role:***

#### **Qualifications/Experience**

- Working knowledge of the non-profit sector
- Understanding fundraising and marketing
- 1 – 2 years of experience with a donor management system, experience with @Ease is considered an asset
- Experience with Wordpress, Hootsuite, and Constant Contact is considered an asset

#### **Required Skills:**

- Excellent written and verbal communication skills
- Positive attitude
- Excellent technology skills
- Work well within a team and independently
- Proficient data entry skills with a high attention to detail
- Task oriented and good problem-solving skills
- Ability to manage multiple projects with tight deadlines
- Respect and maintain the confidentiality of all Distress Centre donor information

#### **Core Competencies:**

- **Client/Service Centred Work** – you make clients the ultimate focus of our agency, team, and individual choices and actions.
- **Partnerships, Relationships, & Teamwork** – you build and maintain productive, collaborative working relationships within and across groups, both internally and externally, to accomplish our common goals.
- **Growth Mindset/Learning** – you actively identify new areas for learning and take advantage of opportunities to learn in whatever form they come. You apply your newly gained knowledge in your jobs and share these skills with others.
- **Communication** – you clearly convey information and ideas through a variety of media in a way that engages the audience and helps them to understand and inviting dialogue and inciting action where appropriate.
- **Diversity, Equity & Inclusion** – we build and sustain an inclusive work environment where all individuals are welcomed, supported, respected, and valued for their unique experiences, perspectives, talents, and contributions.
- **Change Management** – you maintain your team and personal effectiveness when being impacted by changes within the organization.
- **Self-Management** – you take responsibility for yourself and your actions.

#### **Other Requirements:**

As a condition of employment, the successful candidate will be required to be fully vaccinated against COVID-19 and provide proof of their vaccination status in accordance with Distress Centre Calgary COVID-19 Immunization and Safety policy, unless accommodated based on a medical condition or other protected ground defined under the Alberta Human Rights Act.

***What Distress Centre has to offer:***

- Opportunity to work for an organization that's making a difference in our community
- A great working environment with supportive colleagues
- Opportunities for learning and mentorship, including paid development days and a staff development fund
- Competitive salary
- Benefits that include a matching RRSP
- Vacation time starting at 3 weeks

***How to apply:***

If this sounds like a great match for you, please send your cover letter and resume by email to: [hr@distresscentre.com](mailto:hr@distresscentre.com) and reference "Fund Development & Communications Coordinator" in the subject line.

Unfortunately at this time we do not have the resources to answer phone inquiries or to respond to all applicants. Only those selected for an interview will be contacted.