compassion house FOUNDATION

Fund Development Coordinator

About Us: Compassion House Foundation is a non-profit, charitable organization based in Edmonton that supports women from across western Canada who must leave their homes for cancer care. We operate Sorrentino's Compassion House, a haven for women who must travel to Edmonton for cancer treatment, as well as post-treatment programs focused on continued healing.

Role Summary: Reporting to the Manager, Partnerships and Engagement, this role provides support to the Fund Development Team in coordinating special events and fundraising campaign activities, managing all aspects of the donor database, and grant writing.

Location: Temporarily remote

Key Responsibilities:
- Creating and implementing standardized database management procedures and overseeing the security and updating of our database.
- Researching donor prospects within the organization's database and using third party tools.
- Providing support for online giving including appeals, donation pages and peer-to-peer fundraising.
- Developing and maintaining donor recognition and stewardship plans, including a recognition grid, email automation series and Thank You collateral including cards, letters, photos and videos.
- Managing all aspects of the Foundation's grant program, including grant research, developing and maintaining a grant calendar and pipeline, grant writing and reporting.
- Monitor and report on all fundraising activities to ensure that all fundraising goals are being met.
- Other duties, as required.

Reports to: Manager, Partnerships and Engagement

Salary: $50,000-55,000

Requirements:

- 1-3 years of direct fundraising experience.
- Working knowledge of Raisers Edge and Microsoft Office.

Scope: Permanent FTE (37.5 hours/week, Monday to Friday); occasional evening and weekend work may be required.

Apply: Submit your cover letter and resume at compassionhouse.org/careers by December 22nd, 2021.