

Development Associate – Annual Giving, Grants and Gifts

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work, and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together. We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin at Kids Cancer Care.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we encourage all qualified persons of any ability, gender, ethnic background or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all qualified applicants and encourage people of visible minorities to apply. For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

Kids Cancer Care is looking for Development Associate to oversee our annual giving and grant programs. This is a permanent, full-time position reporting to the Director of Philanthropy. Kids Cancer Care offers a competitive salary and benefits package.

Position Overview

The Development Associate is a full-time position devoted to all activities of the Revenue Development team. Specifically, responsibilities include grant writing, annual giving, direct appeals, donor stewardship, gift processing and other assigned duties.

The Development Associate is project driven, detail oriented and is highly skilled at taking initiative, multi-tasking, problem solving and actioning and following through in all the areas of coordination and implementation to the specific tasks outlined below.

Key Areas of Responsibilities

The Development Associate sets goals and targets for direct mail and newsletter campaigns, new donor engagement and retention, monthly donor program and grants. The position provides excellent stewardship of existing donors and grows new donors through creative communications and networking. As well, this role uses Raiser's Edge competently for gift processing, tax receipting, recording and tracking donor engagement and working with the Information Systems and Database Manager to support their data needs.

Direct Response (direct mail, newsletter campaigns)

- Coordinate Kids Cancer Care's direct response campaign using established practices and programs (Dataro) while exploring and recommending new technologies and practices to keep evolving with industry standards;
- Pursue program growth through internal acquisition lists (event and third-party donors, lapsing or lapsed donors, etc.) and external strategies where appropriate;
- Collaborate with Marketing and Communications to develop multi-channel social and email solicitation strategies to support each direct mail and newsletter campaign;
- Lead the segmentation strategy in partnership with the Database Manager and using Dataro where applicable;
- Coordinate meetings with Dataro to ensure it is used to its fullest capacity;
- Administer vendor relationships including contracts with mailing houses, printers and Canada Post; and
- Set annual targets and analyze campaigns to determine program effectiveness and evolution.

Grant & Proposal Writing

- Build the grant application calendar of activities based on grant application deadlines, Kids Cancer Care funding needs and other relevant considerations;
- Lead writing and/or editing of grants and support gift proposal creation as necessary;
- Research and qualify new potential grantors; and
- Ensure a focus on service clubs and professional associations:
 - Manage, apply to and proactively steward these groups to ensure they remain a strong base of philanthropic support for Kids Cancer Care.

Stewardship

- In collaboration with the Donor Connections Manager, update and maintain Kids Cancer Care's stewardship grid;
- Steward all annual giving, monthly, new and grant donors to build relationships throughout the year; and
- Coordinate recognition signage.

Gift Processing

- Work directly with Information Systems and Database Manager to ensure all Gift Processing tasks are completed including:
 - Process donations and gift in kind donations, ensuring a high level of accuracy, meticulous attention to detail, and production of all documents needed (bank deposits, receipts, donation reconciliations);

- Complete stewardship related database work including imports and donor lists; and
- Follow gift processing policies, procedures and standards.

General Duties as a member of the Revenue Development team:

- Support team members to complete projects, working as a team first and foremost;
- Update and maintain accurate donor information in Raiser's Edge NXT in accordance with established standards for Raiser's Edge NXT usage;
- Ensure effective utilization for RE-NXT to manage donor relationships including Actions, Opportunities, Prospect Management and Ratings;
- Work closely with staff and volunteers to establish vision and methods to achieve and exceed the goals of each program;
- Create and adhere to appropriate timelines and ensure that necessary resources are in place;
- Participate in the establishment of both long term and short term (annual) planning for the Revenue Development area;
- Represent Kids Cancer Care in the community by 1) being knowledgeable about the cause and 2) developing and maintaining supportive relationships;
- Bring creativity and enthusiasm to the workplace;
- Ensure that Kids Cancer Care fundraising activities and events are of the highest standard by adhering to all charitable and ethical guidelines; and
- Support Kids Cancer Care's events as necessary.

Education, Certifications and Proficiencies

- Suitable combinations of education and experience will be considered with the ideal candidate having at least two years of relevant experience in fundraising and at least one year of relevant experience in gift processing;
- Relevant post-secondary degree or diploma is an asset;
- Strong interpersonal skills;
- Exceptional project management skills;
- Mature, flexible, well-organized individual who works well with staff and volunteers;
- Strong oral and written communication skills including an excellent telephone manner;
- Excellent time management and planning abilities;
- Ability to thrive in a team environment and be self-motivated;
- Rigorous attention to detail and proficient in data entry, i.e., checking work several times to ensure accuracy;
- Strong computer skills and proficient in all Microsoft Office applications;
- Experience with Mailchimp (or similar) an asset;
- Demonstrated database proficiency required, experience with Raiser's Edge database and Raiser's Edge NXT an asset;
- Zeffy and Dataro experience considered an asset;
- Valid Alberta driver's licence;
- Police and vulnerable sectors check required (new or done within the last three months);
- Ability to lift 20 to 30 lbs; and
- Occasional evening and weekend work required.

Industry Knowledge

- Knowledgeable and current with Canada Revenue Agency (CRA) and Service Alberta regulations and guidelines regarding fundraising in Canada and specifically, Alberta;
- Knowledgeable and current with Alberta Gaming & Liquor Commission (AGLC) legislation, regulation and policy related to charitable groups;
- Ensure that all Kids Cancer Care fund development activities, for both staff and volunteer participants, are fully compliant with both the AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct; and
- Stay well-informed of news, activities and trends in the non-profit sector.

Closing Date – May 22nd, 2024

Applications

Please send a cover letter and resume with **Development Associate – Annual Giving, Grants & Gifts** in the email subject line to:

Genine Neufeld
Director of Philanthropy
HR@kidscancercare.ab.ca

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Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.