



FUND DEVELOPMENT COORDINATOR

Reports to

Manager of Development
& Marketing

Date updated

April 2024

Position Overview

Parks matter to Calgarians. They are cherished places where we play, connect with each other, and immerse ourselves in nature. Parks development is vital to the creation of healthy, innovative, and liveable cities. For nearly 40 years, in collaboration with our cherished donors and partners, Parks Foundation has been a catalyst in pioneering and creating outdoor spaces in our city that we love and value. Parks Foundation has an increased focus on facilitating access to greenspace for equity-deserving communities across Calgary.

As the **Fund Development Coordinator**, you will support the Parks Foundation's Fund Development team, with grant administration and donor relations activities. Your daily responsibilities will include tracking and harnessing fund development opportunities, maintaining the donor database and supporting key donor communications. Working collaboratively as a key member of the team, your role is critical to the Parks Foundation's donor relationships and fundraising efforts and requires a keen eye for detail and strong organizational skills.

Responsibilities:

Grant Writing & Administration

- Research and develop the funding opportunities pipeline, including identifying Individual, Corporate, Foundation and Government funding sources
- Track funding opportunity deadlines and manage full cycle application processes, including gathering required information & documenting timelines
- Write grants to secure funding for Parks Foundation programs and park projects, including the coordination of submissions and documentation management
- Track and manage grant reporting timelines, including gathering required information and ensuring that reporting is completed in a timely manner

Donor Communications & Stewardship

- Work in collaboration with the Manager of Development & Marketing to:
 - Develop and maintain a calendar of donor touch points
 - Create stewardship reports for key donors & partners
 - Craft regular communications, including newsletters and surveys
 - Develop key donor acquisition communications, including marketing collateral
 - Capture compelling donor stories to illustrate the impact of giving to the Parks Foundation and cultivate support from future donors
- Support the Fund Development team & CEO by creating communications and for donor meetings, including generating meeting briefs and coordinating collateral packages

Donor Database Management

- Maintain accurate donor records within the database & act as the main internal contact for Parks Foundation staff
- Manage weekly updates with donor files, including contact information, communications preferences and touch points
- Mining database for donor renewal, identifying donor interests and aligning with specific projects

Other

- Other duties may be assigned as organizational needs shift
- Foster a collaborative team culture by helping colleagues when needed
- Stay updated with professional knowledge, engaging in educational opportunities

Qualifications and Experience:

- Post secondary education in business, leadership, fund development or non-profit management, or relevant disciplines
- Minimum of 3 years of experience in fund development or related roles
- Must have a valid driver's license and access to a vehicle for work
- Preferred experience with fundraising databases (e.g., e-Tapestry, Raisers Edge)
- Experience in the non-profit sector, either professionally or as a volunteer

Skills:

- Proficiency using Microsoft Office 365 suite
- Excellent written and verbal communication skills
- Strong organizational skills and ability to manage multiple tasks under tight deadlines
- Knowledge with writing and administrating grants will be considered an asset
- Basic design skills will be considered an asset

Inclusivity Statement:

Parks Foundation Calgary is dedicated to equality and diversity within our workforce. We encourage applications from diverse backgrounds, aiming to build a team rich in various skills, experiences, and abilities.

Location and Work Hours:

This role primarily operates from our office at 225 13 Avenue SW, Monday to Friday from 8:00 AM to 4:00 PM.

How to Apply:

Email your cover letter and resume to:

Attention: Hiring Manager, info@parksfdn.com

Subject: Fund Development Coordinator Posting