



**Ronald McDonald
House Charities®**
Alberta

Fund Development Coordinator
20 hours/Week
Ronald McDonald House Charities® Alberta

Ronald McDonald House Charities® Alberta (RMHC Alberta) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization currently provides 73 private family suites in Edmonton, Red Deer and Calgary, and will open a new House in Medicine Hat in late 2019. RMHC Alberta operates Canada's only state of the art mobile medical clinic called the Ronald McDonald Care Mobile. Our Houses are a warm, compassionate and comfortable place where families can share experiences, eat a homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Reporting to the Regional Development Manager, the Fund Development Coordinator is responsible for carrying out several fundraising strategies designed to achieve the financial goals of Ronald McDonald House Charities® Alberta, fulfill our donors' philanthropic interests and passions, and build relationships with the wider community. The Fund Development Coordinator is a member of the Alberta fundraising team, and is responsible for promoting and facilitating community-based fundraising that benefits the organization, primarily carried out by Third Party organizers or through Peer to Peer networks. This work is connected to the organization's Annual Giving strategies and shares responsibility for relationship-building initiatives in the community. The position will maintain a robust portfolio of donor and prospect assignments and ensure deadlines and budgets are observed.

Responsibilities:

Co-ordinate and increase RMHC Alberta's involvement in community-based fundraising initiatives:

- Support these initiatives by:
 - Working closely with the Regional Manager of Development to define and provide the appropriate level of support to individuals and groups proposing to conduct fundraising activities using established criteria
 - Attending community events, as strategically appropriate
 - Building relationships with individuals to develop a network of volunteers trained and equipped to assist with the work and act as brand ambassadors throughout the community



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- Coordinate and carry out relationship management initiatives of an assigned portfolio of prospects and donors that lead to giving, sponsorships, and other forms of support
- Work within the development team's procedures to ensure donors are acknowledged appropriately and in a timely manner and are receiving communication that strengthens their relationship with the organization
- Participate with colleagues in designing comprehensive plans for the identification, cultivation, solicitation and stewardship of donors and prospect
- Document all interactions with members of the community in Raiser's Edge
- Initiate contact with potential donors and sponsors
- Make solicitations strategically and when appropriate, involving colleagues as necessary
- Use stewardship initiatives to strengthen the donor relationship with the organization
- Seek designated and undesignated gifts and sponsorships as well as gifts in kind

Qualifications:

- Three years of proven experience as a fundraiser
- Experience working with volunteers and managing their expectations
- Familiarity with Raiser's Edge is considered an asset
- Demonstrated communication, organization and negotiation skills
- Customer service orientated
- Demonstrated leadership and human resource management skills
- Valid driver's license and access to reliable transportation for travel
- Other relevant education and experience may be considered
- Outstanding organizational ability, project management and reporting skills, with focused attention to detail and follow through
- Research skills to identify opportunities, understand the market, and generate interest
- Self-motivated
- Ability to multi-task and exercise independent judgment while performing job duties
- Ability to be an effective member of a strong development team, as well as to function independently
- High degree of professionalism and sensitivity to confidential information
- Strong computer and information management skills preferred

This position is part-time and because of its unique focus, some work is required outside of regular office hours and will include evenings and weekends. This position is based in Medicine Hat. This position is set to start prior to the opening of our Medicine Hat House so the successful candidate must have a home office to work from.

Please submit resume with cover letter quoting the position title "**Fund Development Coordinator – Medicine Hat**" to hr@rmhcna.org. We would like to thank all applicants; however only those selected for an interview will be contacted.