



POSITION DESCRIPTION

Fund Development Coordinator

POSITION TITLE:	Fund Development Coordinator, Edmonton and Area Land Trust
SUPERVISOR'S TITLE:	Executive Director, Edmonton and Area Land Trust

PROGRAM

The **Edmonton and Area Land Trust (EALT)** is an independent, registered charity, supported by the community, with the objectives of selecting, securing and stewarding natural systems and cultural heritage landscapes. EALT is oriented to conserving, protecting and restoring natural areas of ecological significance in Edmonton and surrounding municipalities. Its goal is a region where natural area systems are valued, preserved for future generations and play a key role in the social, economic, and environmental life of the residents of the area. As part of these efforts, EALT:

- Raises and maintains funds to support operations and educational outreach
- Advances environmentally sound stewardship among landowners
- Increases public understanding of natural area conservation
- Encourages and conducts research to support land conservation decisions

The Edmonton and Area Land Trust aims to work in a collaborative fashion with all manner of partners: municipalities, ENGOs, agencies, local communities, as well as individual experts, volunteers and others. It also works collaboratively with other levels of government related to natural areas conservation. EALT follows the Canadian Land Trust Alliance Standards and Procedures, and supports the Ethical Code Program of Imagine Canada and the AFP Code of Ethical Principles and Standards.

EALT accepts donations in the form of land and conservation easements, cash, and in-kind gifts. It also has endowments at the Edmonton Community Endowment. EALT owns or manages over 2,000 acres in 9 locations in 2017, and is working on new land securements.

EALT has 3 permanent staff (one is on maternity leave), a part time contract bookkeeper, and summer conservation interns.

PURPOSE OF POSITION

SUMMARY: The Fund Development Coordinator is responsible for planning, organising, and directing all of EALT's fundraising, including the major gifts program, annual fundraising, planned giving, special events and other campaigns. The Director works closely with the Executive Director and the Board.

This position is intended to focus on fundraising planning, development and implementation, as well as broader related duties related to communications and outreach, and requires maturity and independent work habits.

This position will involve being the key individual responsible for fund development and associated activities, including working with and making suggestions about EALT's prospect data base, developing leads, identifying donor resources, outreach to business and industry, raising funds and writing proposals for long-term organisational sustainability and developing a strategic pipeline of donor engagement.

The Fund Development Coordinator will also contribute to the larger goals and objectives of EALT, which

may include educational outreach, presentations, research, writing, grant raising, and support for various organisational requirements.

NATURE OF WORK RESPONSIBILITIES

This position will require an ability to work independently, but with the ability to call on the EALT Executive Director, Board or Advisors where necessary. Work will principally be from home, however, EALT has the ability to arrange meetings at the Edmonton Community Foundation, which is where our mailbox is located. Your respect for clients, the written word, and a job well done have you held in high regard by those both inside and outside EALT. You will ensure philanthropy and fund development are carried out in keeping with EALT's values and mission.

Routine activities relate to fund development planning and management and include:

- Build and execute EALT's fund development strategy;
- Initiate discussions on financial support from businesses and corporations, as well as individuals or foundations, and secure where possible
- Work with EALT's confidential donor list and prospect list, and manage these as necessary
- Develop and maintain relationships with major donors, introducing senior EALT representatives, where appropriate
- Develop and track proposals and reports for foundations and corporations
- Research, identify and contact planned giving prospects, maintaining relationships developed
- Other *potential* activities, as needed, could include:
 - attend board meetings
 - help organise special events (e.g., EALT's annual [Nature's Nourishment dinner](#), or collaborate on suitable event planning for EALT's 10th Anniversary in 2018).
 - write reports, newsletter articles, blogs, publications, or other materials for EALT outreach, in consultation with the Outreach Coordinator
 - other activities, as assigned

SPECIFIC ACCOUNTABILITIES / EXPECTATIONS

Develop and Implement the Edmonton and Area Land Trust's Fund Raising Plan

1. Examine and maintain all databases of donors and prospects
2. Develop strategies and plans for improving outreach to these donors and prospects
3. Build contacts and relationships with potential individual donors (individual or business) and raise funds for the activities of the organisation
4. Undertake independent research in finding alternative resources for long-term sustainability of the organisation
5. Proactively advising of and dealing with issues identified
6. Provide assistance in planning or organising any fundraising events which EALT may hold
7. Develop targets, and report on these on a monthly or quarterly basis

Outreach and partnerships

1. Maintain relationships with existing donors/supporters and respond to their requests regularly and keep updating them about the work of the organisation

2. Improve and develop communications material for EALT, in collaboration with the Outreach Coordinator
3. Assist in developing business plans to generate income from various sources
4. Conduct grant-raising activities as required

Strategic Activities

1. Lead in developing strategies and plans for fund raising and major gift cultivation, making presentations
2. Suggest innovative ideas for effective resource mobilisation
3. Work with the Financial Sustainability Committee as relevant, and support the Fund Raising Committee
4. Maintain gift recognition programs
5. Represent EALT in a professional manner in all dealings with other personnel or third parties

POSITION SKILLS AND REQUIREMENTS

Core Requirements

1. Completion of secondary school and several years of formal post-secondary education.
2. Three to five years of experience in fund development, with ability to demonstrate success
3. Passion and interest in fundraising administration, and protection and stewardship of Alberta's natural environment
4. Communications skills, both verbal and written, related to proposal documents, pitching them, or managing the process afterwards with a range of partners or potential donors.
5. Demonstrated excellence in organizational, communications, and project management skills
6. Computer literacy (word processing, spreadsheets, database management)
7. Report and informational writing, research, organizational and planning skills
8. Proactive – able to address issues before they become problems
9. Demonstrates initiative
10. Presentation skills
11. Self-motivated, and able to plan, organize and meet schedule of activities related to work goals
12. Experience in the non-profit sector

Desired Attributes

13. Post secondary degree or certificate, and/or work experience in the field.
14. Knowledge of the conservation field is desirable, not mandatory
15. Ability to maintain accurate records related to time keeping, expenses, etc., and to manage time and diverse activities under deadlines while delivering quality results
16. Familiarity with Fund Development software and databases
17. Grant writing
18. Fundraising event planning

SPECIAL REQUIREMENTS/WORKING CONDITIONS

1. This is a one year part time position (approximately 3 days/week), however, success in this position could lead to an extension or expansion.
2. Independent work from home base, with meetings, mail and boardrooms available at the Edmonton Community Foundation offices
3. EALT working language is English
4. EALT is a flexible organisation that can accommodate specific commitments, and personal preferences. We also expect some flexibility with respect to EALT needs.
5. Professional development possibilities

SALARY/BENEFITS

Competitive within the NGO sector/commensurate with experience and qualifications

STARTING DATE

March, 2017 is ideal. However, there could be flexibility with the specific date.

APPLICATION DETAILS

Resumes should be sent to: pamwight <at> ealt.ca by **February 10th, 2017**.

Please attach a cover letter, including a relevant example which describes how you have demonstrated successful outcomes in fund development.

For further information please contact Pam Wight, 780 483-7578, (pamwight <at> ealt.ca)