

## Employment Opportunity Fund Development Coordinator

### Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

### Job Summary:

#### ***\*Maternity Leave 12 months – January – December 2025\****

The Fund Development is responsible for spearheading efforts to cultivate and strengthen relationships with monthly donors, implement strategic initiatives to increase donation amounts, and develop targeted campaigns to attract new supporters. This position involves collaborating with external partners for third-party fundraising events, conducting prospect research, maintaining accurate donor records, and actively engaging with stakeholders to enhance their connection with our mission. The ideal candidate will bring a blend of fundraising expertise, strategic thinking, and strong communication skills to drive the success of our fundraising campaigns and initiatives.

### Employment Type:

#### ***\*Maternity Leave 12 months – January – December 2025\****

Full-time (37.5 hours/week), hours typically between Monday – Friday. Some additional after hours or weekend work may be required. Hybrid work environment with a combination of in-office and remote work options, depending on operational needs.

### Job Responsibilities:

- Cultivate relationships with existing monthly donors through regular communication and updates.
- Implement strategies to retain and increase monthly donation amounts.
- Develop targeted campaigns to encourage new supporters to join the monthly donor program.
- Create and execute initiatives to attract entry-level donors.
- Foster workplace engagement initiatives to strengthen external connections and promote a collaborative fundraising environment.
- Collaborate with external partners for third-party fundraising events and activations.
- Assist in the planning and execution of general fundraising campaigns.
- Conduct research on potential major donors, sponsors, and partners; provide insights and recommendations based on prospect research findings.
- Maintain accurate and up-to-date donor records in the organization's database.
- Generate reports and analytics to track fundraising performance.
- Build and nurture relationships with key stakeholders and supporters.
- Assist in organizing and coordinating fundraising campaigns, both virtual and in-person.
- Engage with event participants and donors to enhance their experience and connection with the organization.

**Qualifications:**

- Post-secondary degree in a related field strongly preferred.
- Demonstrated experience in fundraising and donor relations.
- Proven success in implementing strategies to increase donation amounts and attract new supporter is an asset.
- Ability to manage projects, and work collaboratively with internal and external stakeholders.
- Excellent interpersonal, verbal, and written communication skills.
- Familiarity with fundraising software, databases, and other tools; Raiser's Edge experience is an asset.
- Strong presentation and public speaking skills, with the ability to manage multiple projects simultaneously.
- Knowledge of non-profit fundraising best practices, ethics, and regulations.
- Solution-focused, with a customer service orientation and the ability to proactively identify and manage challenges.
- Passion for the mission and work of YWCA Edmonton.
- Clear Criminal Record Check.
- High level of professionalism and adherence to confidentiality.

**Equal Opportunity Commitment:**

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

**Acknowledgment:**

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

**Compensation:**

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

**How to Apply:**

Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org).

**Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. All inquiries can be directly emailed to [careers@ywcaedm.org](mailto:careers@ywcaedm.org).**

**This posting will remain open until a suitable candidate is found.**