YWCA EDMONTON | NATIONAL ADVOCACY. COMMUNITY ACTION.

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Employment Opportunity
Fund Development Officer – Grants & Fiscal Agencies

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:
The Fund Development Officer – Grants and Fiscal Agencies is a key member of the External Relations team, responsible for securing grant funding, managing grant cycles, and supporting our growing roster of fiscal agency partners. This role includes researching new funding opportunities, writing compelling grant applications and reports, and overseeing post-award stewardship. The Officer will also serve as the primary relationship manager for YWCA's fiscal agency partnerships, ensuring smooth coordination of reporting, applications, and disbursements. In addition, the Officer will support departmental campaigns and fundraising events as needed.

Employment Type:
Full-time (37.5 hours/week), hours typically between Monday – Friday in a flexible hybrid work setting. Occasional after-hours or weekend work may be required.

Job Responsibilities:

Grant Prospecting, Writing and Management

- Research and identify grant opportunities that align with YWCA Edmonton's mission, strategic goals, and program needs.
- Develop and execute competitive grant proposals, including narratives, budgets, and supporting documentation.
- Manage the full grant lifecycle, from application and submission to reporting and compliance.
- Collaborate with internal program teams to gather impact data and financial details.
- Maintain and enhance grant tracking and management systems.
- Prepare and submit timely narrative and financial reports to funders.
- Foster strong relationships with existing funders and cultivate new funding prospects.

Fiscal Agency Partnerships:

- Serve as the relationship manager for fiscal agency partners, providing responsive support and coordination.
- Prospect for new grants on behalf of fiscal agency partners, as appropriate.
- Draft and submit grant applications and reports on behalf of fiscal agency partners in alignment with agreements.
- Coordinate and track fund disbursements and ensure payouts are completed in a timely and accurate manner.
- Ensure reporting obligations to funders are met in partnership with fiscal agents.

Departmental Support:

- Support the External Relations team's campaigns and fundraising events as needed.
- Contribute to cross-functional team initiatives that enhance donor and community engagement.

Qualifications:

- Bachelor's degree in a relevant field preferred (e.g., Non-profit Management, Public Administration, Communications, or a related field).
- Minimum of three years of grant writing and fund development experience.
- Proven track record of securing and managing government, foundation and corporate grants.
- Strong understanding of non-profit operations and fundraising strategies.
- Excellent written communication skills, with the ability to craft compelling proposals and reports.
- Strong project management and organizational skills; ability to manage multiple deadlines.
- Demonstrated success in relationship management, ideally with funders or external partners.
- Proficiency in Microsoft Office and donor databases (experience with Raiser's Edge and Grant Connect is an asset).
- High level of professionalism, discretion, and adherence to confidentiality.
- Clear Criminal Record Check.
- Passion for the mission and values of YWCA Edmonton.

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 commensurate with experience and education. The role also includes a full benefits package with RRSP employer matching contributions, paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, supporting 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.

Only qualified applicants will be contacted for a prescreening interview. No phone calls, please. This posting will remain open until a suitable candidate is found.