



(780) 453-3971  
info@autismedmonton.org  
11720 Kingsway Ave, Edmonton, AB T5G 0X5  
www.autismedmonton.org

## **Development Officer**

### **Full Time Position**

**Closing Date: December 5**

The successful applicant will be a self-starter who has a track record of achieving fundraising targets through the successful solicitation and stewardship of gifts from corporate partners and major donors (individuals), both new and returning. You will enjoy a career in a great organizational culture and the gratification of giving back and helping families across the capital region.

Autism Edmonton is the oldest autism organization in the province and has been serving the Edmonton and area community since 1971. Today, Autism Edmonton continues to be the "go-to" source and the initial point of contact and provides on-going support in three key areas: community support and services, advocacy, and knowledge and education.

**As a member of Autism Edmonton's Fund Development team, the Development Officer's major function will be to:**

#### **FUNDRAISE:**

- Achieve personal and team fund raising targets and associated KPIs.
- Acquire new gifts and renew existing gifts from corporate partners and major donors, review completed grant applications, complete and a yearly strategy for grants.
- Design and implement effective solicitation strategies that will identify and acquire high-potential donors.
- Execute effective stewardship strategies that will strengthen relationships with named donors and uncover opportunities to grow these partnerships.
- Develop briefing materials, impact reports, proposals, presentations, and gift agreements.
- Execute fund development and marketing events.

#### **PLAN & REPORT:**

- Implement, and evaluate a fundraising plan in line with established targets, associated KPIs, and strategic organizational objectives.
- Provide complete and comprehensive reports.
- Maintain up-to-date and accurate donor and prospect records as well as overseeing an annual grant process.
- Implement a donor database and continuously ensure that the organization's management system is reflective of all fundraising activities.

#### **MANAGE RELATIONSHIPS:**

- Continually develop relationships with new and returning corporate partners and major donors.
- Grow a network of effective interpersonal relationships with stakeholders to achieve shared fundraising objectives.

#### **ADVOCATE:**

- Effectively and accurately communicate and align Autism Edmonton's mission, values and fundraising priorities within the interests and strategic priorities of donors always representing Autism Edmonton in a highly ethical and confidential manner.
- Conduct presentations and lead meetings with various internal and external stakeholders including, but not limited to, corporate partners, major donors, team members, and the senior leadership team.

#### **COLLABORATE:**

- Supervise and mentor one fund development coordinator position.
- Lead and be a contributing member of cross-functional teams.
- Work with teams to build and execute various projects including, but not limited to, cause marketing initiatives, collateral materials, donor development strategies, sponsorship/partnership programs and other resources.

#### **DEVELOP PROFESSIONALLY:**

- From time to time, participate in professional development opportunities and attend key charitable and donor-related events outside of regular office hours.

#### **QUALIFICATIONS:**

- 3+ years of fundraising experience (corporate and/or major gifts) or related experience in sales, business development, major gifts, or corporate partnerships with proven results.
- Willingness to learn and knowledge of best practices in sponsorship fundraising, corporate partnerships, and event planning.
- University degree in relevant field or demonstrated equivalent working experience.
- Excellent computer skills and experience with a CRM is an asset. A valid driver's license and use of a reliable vehicle.

#### **SOFT SKILLS:**

- Exceptional interpersonal skills and the ability to inspire confidence and trust amongst all stakeholders, acting ethically and responsibly in all interactions.
- Ability to think strategically and manage competing priorities in a high-volume and results oriented environment; demonstrated resourcefulness and independence, but comfortable working within the framework of an integrated development program and team-oriented environment.
- Possess expert communication skills-written, oral and presentation including well developed networking ability with a proven capacity to establish new relationships easily.
- Superior listening skills with an ability to translate the concerns and interests of donors into attractive opportunities for investment in Autism Edmonton's programs and priorities.
- Interest in and dedication to Autism Edmonton's mission, with ability to passionately articulate key messages and demonstrate an understanding of the organization's work.
- Excellent organization, planning and time management skills and exacting attention to detail.
- Behave in a manner that fosters a positive atmosphere throughout the organization; consistently demonstrate a commitment to teamwork, hard work, professionalism, and openness.



 (780) 453-3971  
 [info@autismedmonton.org](mailto:info@autismedmonton.org)  
 11720 Kingsway Ave, Edmonton, AB T5G 0X5  
 [www.autismedmonton.org](http://www.autismedmonton.org)

Please note that we will be reviewing and evaluating applications on an ongoing basis, and we therefore encourage early submissions.

Qualified and interested applicants are invited to forward their cover letter and resume to [executivedirector@autismedmonton.org](mailto:executivedirector@autismedmonton.org) with the subject line: Development Officer.

Only those selected for an interview will be contacted. **Thank you for your interest.**

#### **Why work for Autism Edmonton:**

- A chance to make a difference in the lives of people on the spectrum
- Opportunities for professional growth, including paid training
- A commitment to a healthy work life balance
- A chance to work with a committed team for an agency that appreciates you!
- Salary range: \$60,000 - \$63,672 annually, commensurate with experience.

#### **Benefits:**

- After a successful 3-month probationary review, the employee will have access to our Health Care plan.
- Long-term disability coverage is provided.
- Employee assistance program.
- Safe, respectful, and healthy work environment.
- 12 wellness days/year and 3 weeks vacation.