

Development Associate - Community Connections (term position)

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

The Position

This is a full-time (37.5 hours per week), six-month term position, reporting to the Donor Connections Manager. Attendance at weekend and evening events is required.

Position Description

Development Associate – Community Connections plays a vital role within Kids Cancer Care. They are responsible for multiple fundraising strategies including auctions, the Big Brave program, mission-based family fundraising and donor portal management.

The position requires someone who is both task- and project-driven, has the ability to manage multiple responsibilities, take initiative, problem solve and follow through in all areas of event coordination and implementation, especially in relation to the specific tasks outlined below.

Key Areas of Responsibilities

Auctions

- Responsible for the implementation and execution of signature event auctions while working closely with volunteer committees;
- Promote Kids Cancer Care to solicit in-kind donations for auctions and prizing needs including, but not limited to the Dad and Daughter Gala, the Cycle Challenge and Kindle Pursuit;
- Recruit and manage volunteers to achieve the reach necessary for successful auction and prizing acquisition;
- Ensure appropriate stewardship of all donors and maintain accurate records; and
- Provide documentation for gift-in-kind receipting as necessary and ensure donors understand the gift-in-kind process at time of donation.

Big Brave

- Central to success in the Big Brave program is the ongoing recruitment of participants along with the coordination and implementation of the Shave Your Lid for a Kid® program, which includes colour, cut and shave promotion;
- Continually update, adjust and execute the program marketing plan;
- Proactively engage new and returning groups and individuals;

- Be the main point of contact for registrants (individuals and corporations), responding to questions/inquiries in a timely manner and including providing support on the fundraising platform Zeffy;
- Manage the Big Brave webpage to ensure it is up to date and in line with the marketing plan; and
- Plan the Big Brave annual fundraising event, including recruitment of participants. The event takes place in late September.

Donor Portal Management

- Responsible for creating, adding and updating campaigns within donor portals which can include CanadaHelps, Benevity and various United Ways;
- Steward all portal donors:
 - Send requests to new donors for their mailing information when not provided;
 - Connect monthly donors to the Donor Connections Manager; and
 - Consider other engagement strategies for these donors.

Family and Related Donor Stewardship

- Create and build an engagement strategy for Kids Cancer Care families around fundraising;
- Engage and steward specific donor groups:
 - Kids Cancer Care families;
 - In Honour and In Memoriam donors (these are not always families though most of the time they are connected to a Kids Cancer Care family).

General Duties as a member of the Revenue Development team

- Support team members to complete projects, working as a team first and foremost;
- Update donor information in Raiser's Edge NXT;
- Work closely with staff and volunteers when and where necessary;
- Adhere to appropriate timelines and ensure that necessary resources are in place;
- Represent Kids Cancer Care in the community by 1) being knowledgeable about the cause and 2) developing and maintaining supportive relationships;
- Bring creativity and enthusiasm to the workplace; and
- Ensure that Kids Cancer Care fundraising activities and events are of the highest standard by adhering to all charitable and ethical guidelines.

Education, Certifications and Proficiencies

- A minimum of two years of relevant and successful experience in event fundraising and planning;
- Experience in marketing and communications is an asset;
- Relevant post-secondary degree or diploma;
- Strong interpersonal skills;
- Exceptional project management skills;
- Mature, flexible, well-organized;
- Team player who works well with staff and volunteers;
- Ambitious and self-motivated;
- Enjoys building relationships in the community;
- Strong oral and written communication skills including an excellent telephone manner;
- Excellent time management abilities; and

- Strong computer skills and proficient with all Microsoft Office applications. Experience with Raiser’s Edge an asset.

Additional requirements

- Valid driver’s licence;
- Police and vulnerable sectors check required;
- Ability to lift 20 to 30 pounds; and
- Evening and weekend work required.

Closing Date

Applications will be accepted until Monday, May 15, 2023.

Applications

Please send a cover letter and resume with Development Associate - Community Connections in the subject line to:

Mr. Rae Fehr
Donor Connections Manager
rfehr@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
5757 4th Street SE
Calgary, Alberta
T2H 1K8

Note: Please apply only by email to the email address above. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.

Working at Kids Cancer Care

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don’t take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we welcome all qualified persons of any ability, gender, ethnic background or origin to apply.