

## DEVELOPMENT ASSOCIATE – COMMUNITY ENGAGEMENT (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 Scholarship programs.

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 encourage all qualified persons of any ability, gender, ethnic background or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all qualified applicants and encourage people of visible minorities to apply. For more information on Kids Cancer Care and our work, please visit us at [kidscancercare.ab.ca](http://kidscancercare.ab.ca).

### Career Opportunity

Kids Cancer Care is looking for a development associate – community engagement to lead assigned community fundraising and signature events and assist with stewardship. This is a fixed-term full-time position reporting to the donor connections manager. Kids Cancer Care offers a competitive salary and benefits package.

The duration of this position is set to conclude on October 31, 2024.

### Position Overview

The development associate - community engagement is devoted to Kids Cancer Care's community fundraising and signature events as part of the Revenue Development team. Specifically assigned tasks are related to event management, relationship building, and donor stewardship. This role is both task- and project-driven, requiring the ability to manage multiple responsibilities, take initiative, problem solve, participate as a member of a team, and follow through in all areas of event coordination and implementation. Flexibility is a key attribute for this role.

### Key Areas of Responsibilities

The development associate – community engagement will set goals for the successful execution and growth of community fundraising, serving as the primary contact for external

partners seeking to fundraise on behalf of Kids Cancer Care. They will maintain strong relationships with existing donors and partners through excellent stewardship while pursuing the growth of new relationships to support the Revenue Development team.

### Community Fundraising

- Engage in both long and short-term (annual) planning for the Community Fundraising portfolio, managing existing relationships and seeking to develop new relationships for the overall health and growth of the program.
- Lead community fundraising initiatives by representing Kids Cancer Care at events and supporting raffles and auctions, volunteer needs, and event logistics as required.
- Ensure adherence to AGLC rules at all community fundraising events.
- Actively engage community fundraising event partners throughout the year, providing support, advice, and encouragement while determining each partner's event planning support needs to help them achieve their fundraising and event goals.
- Ensure the needs of the Foundation are aligned with community event objectives.
- Support community partners as needed, including, but not limited to, marketing support, raffles and auctions, etc.
- Coordinate with internal Kids Cancer Care teams including volunteer coordinator, marketing and communications, and finance to meet partners' needs.
- Ensure appropriate stewardship takes place for community partners and donors.

### Signature & Partnership Events

Kids Cancer Care's signature events include The After Party, Ride of Courage, High Hopes Challenge, Rock Your Locks – Mane Event, and the Dad and Daughter Gala. Partnership events include Ride for a Lifetime and Barley & Smoke among others.

The Community Fundraising team, which includes the development associate – community engagement, will lead some of these events and support others as required.

Leadership of an event includes, but is not limited to the following:

- Plan, organize, and manage each event from concept to completion, following and adapting the critical path and run of show to ensure each event is smooth and efficient from start to finish.
- Engage and coordinate volunteer committees.
- Secure venue(s), develop and execute marketing plans, work with numerous external vendors, manage event budgets, communicate with event guests and participants, develop speaking notes, and ensure recognition of donors and sponsors at events, among other event duties.
- Ensure sponsor stewardship and recognition are incorporated into the event and fulfillment of all event sponsorship terms and conditions.
- Work closely and collaboratively with all staff and volunteers to establish a vision and methods to achieve and exceed the goals of each event.

### Alberta Liquor Gaming & Cannabis, Rafflebox, and other similar platforms

- Coordinate all raffle and gaming needs for the Revenue Development team and its partners.

- Work closely with Finance to secure all necessary licenses, setting up platforms, and any other tasks required for both community fundraising and event needs.
- Manage all gaming needs from idea through to completion and reconciliation.

#### Stewardship and Information Management

- Update and maintain Kids Cancer Care's stewardship grid and encourage awareness of required activities across the Revenue Development team.
- Assist in the development of impact reports for donors and sponsors.
- Research potential partners and events and look for opportunities to grow the community fundraising program.
- Maintain an accurate system of records.
- Promote Kids Cancer Care as a worthy beneficiary through various marketing initiatives.
- Bring creativity, initiative, and enthusiasm to the workplace.
- Ensure that Kids Cancer Care fundraising activities and events are of the highest standard by adhering to all charitable and ethical guidelines.
- Support team members to complete projects, working as a team first and foremost.
- Update donor information in Raiser's Edge NXT in accordance with established standards for Raiser's Edge NXT usage.

#### **Education and Certifications**

- Post-secondary degree in Marketing, Communications or another related field.
- Relevant experience in project or event planning and client management; successful execution of in-person events from concept to completion is an asset.
- Fluid, flexible, well-organized individual who can adapt and problem-solve in an extremely fast-paced, changing environment.
- Strong interpersonal skills and works well with staff and volunteers.
- Exceptional project management skills and planning abilities.
- Strong oral and written communication skills.
- Ability to thrive in a team environment and be self-motivated.
- Strong computer skills and proficiency in Microsoft Office applications.
- Experience working with vendors and negotiating contracts is an asset.
- Valid Alberta Driver's Licence and access to reliable transportation.
- Police and vulnerable sectors check required upon hiring (new or done within the last three months).
- Ability to lift 20-30 lbs.
- Occasional evening and weekend work required.

#### **Industry Knowledge**

- Knowledgeable and current with Canada Revenue Agency (CRA) and Service Alberta regulations and guidelines regarding fundraising in Canada and specifically, Alberta.
- Knowledgeable and current with Alberta Gaming & Liquor Commission (AGLC) legislation, regulation, and policy related to charitable groups.
- Ensure that all Kids Cancer Care fund development activities, for both staff and volunteer participants, are fully compliant with both the AFP Code of Ethics and Standards of Practice and Imagine Canada's Code of Ethical Conduct.
- Stay well-informed of news, activities, and trends in the non-profit sector.

**Closing Date** – This position will remain open until a suitable candidate is found.

**Applications**

Please send a cover letter and resume with **Development Associate - Community Engagement (term)** in the email subject line to:

Ashley Enescu  
Donor Connections Manager  
HR@kidscancercare.ab.ca

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

*Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.*