

# DONOR SERVICES COORDINATOR

Part Time (17.5 hours/week)

Community Foundation of Medicine Hat & Southeastern Alberta

**Who We Are:** The Community Foundation is a charitable public foundation that receives, invests and distributes funds for a wide variety of charitable purposes. We are looking for a Donor Services Coordinator. This is an individual who will help us grow to the next level as we approach our 20th anniversary. The successful candidate will work directly with the Executive Director to implement all Foundation fund development activities and ensure that the stewardship of donor funds are managed efficiently and effectively.

**The Position:** The primary function will include active participation with ED, volunteer committees and Board members, to achieve the fund development goals and targets within the Foundation strategic plan. You will assist ED to ensure that donor services are met. This will include responsibility for development and implementation of new services as required. The Donor Services Coordinator will assist the ED in marketing the Fund Development aspects of the Foundation including presentations and personal interviews. This will involve the planning and organization of several fund development events and activities. Important accounting and administrative duties will also be a requirement.

**Experience Required:** The ideal candidate will have previous fund raising experience and will have worked with volunteers and donors. You will have a sound knowledge of charitable or community based organizations. Excellent communication and interpersonal skills developed in a team environment is desired. Experience with database and bookkeeping and MS Office products would be an asset. As this is not an entry level position, priority will be given to candidates with education at a degree or diploma level.

For more information contact the Community Foundation for a full job description.

Application deadline: 5:00pm September 10th, 2010

Please submit résumé to

Mike Christie

Executive Director

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