



**Senior Resource Development Officer  
Full time permanent**

Providence is a therapeutic and educational preschool for children with disabilities. With 6 school locations in Calgary and an innovative outreach program, Providence is continuing to grow and expand services. As a senior resource development officer you will have the opportunity to be apart of a dynamic organization that is growing rapidly and changing the lives of children everyday.

This position starts immediately.

**Responsibilities:**

This position is responsible for managing the resource development department, identifying, cultivating, and soliciting prospective major donors in support of fundraising initiatives, prepare high quality grant applications and write proposals, reports, letters of intent, briefs, acknowledgments, presentations, and other communications.

**Qualification:**

- A post secondary degree or diploma in fundraising, marketing, public relations, non-profit management or related degree.
- A minimum of five years experience grounded in philanthropic fundraising, with a successful track record of personally identifying, cultivating and soliciting donors.
- Computer literacy and knowledge of Raiser's Edge
- Have a CFRE credential
- Have knowledge of Raiser's Edge.
- Excellent verbal and written communications, management and/or supervisory experience.

**We Offer:**

- Full Benefit Package – Medical and Dental with a Health Spending Account paid by Providence
- Matching RRSP Contributions up to 5%
- Competitive salary range

This position will also perform other reasonable related duties as assigned by Management.

Please submit your resume via email to the attention of Diane Pan– Human Resource Supervisor.

**PROVIDENCE CHILDREN'S CENTRE**  
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Learn more about us at: [www.providencechildren.com](http://www.providencechildren.com)