



Donor Relations Coordinator

Full-Time Permanent

Specialized Programs and Services to Support the Development of Young Children

Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools and childcare facilities in Calgary and surrounding area. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families.

We are currently seeking a highly motivated individual to join our Resource Development Department as a **Donor Relations Coordinator**. With strong organizational skills and attention to detail, you'll manage our donor database efficiently and accurately. You excel at multitasking and adapting to shifting priorities. Understanding that successful fundraising hinges on exceptional donor experiences, you're always committed to exceeding expectations. The hours of work are from 8 am to 4 pm, Monday to Friday, on site.

It is an expectation at Providence that all employees are fully vaccinated against COVID-19 as a condition of employment.

Position Summary:

The **Donor Relations Coordinator**, will work as part of the Resource Development team and report to the Manager, Resource Development. In this role, you'll support the donor experience by implementing donor-first stewardship for incoming donations, ensuring a seamless process from donation forms to tax receipts and personalized thank-you letters. You'll go the extra mile to make donors feel valued.

You'll also analyze data from our database and conduct donor research to help prioritize efforts and improve team effectiveness. As part of the Resource Development Team, you'll collaborate with colleagues to achieve our goals.

We offer:

- Competitive salary range.
- Comprehensive health and dental benefits package, optional RRSP, wellness days, appointment time and paid sick time.
- 3 weeks paid vacation, paid time off during Christmas break and paid time off during Spring break.
- Free onsite parking.
- Employee Assistance Plan.
- Professional development allowance for ongoing learning and career advancement.

The ideal candidate:

- Proven experience in fundraising, donor relations, or resource development, ideally in a non-profit setting.
- Skilled in identifying and cultivating relationships with potential donors, sponsors, and partners
- Proficient with social media (Facebook, Instagram) and MS Office Suite
- Able to work under pressure, meet deadlines, and manage multiple tasks
- Must be flexible to work outside of their scheduled hours for meetings, and drive within city limits

Responsibilities Include:

- Develop strategies to build relationships with potential donors, sponsors, and partners
- Research and support new funding opportunities through events and networking
- Manage relationships with high-net-worth individuals, foundations, and corporations to secure major gifts
- Oversee a portfolio of grant proposals, including researching and writing compelling proposals to secure funding from foundations and government agencies.
- Handle donation processing and maintain the Raiser's Edge database.
- Prepare and maintain financial reports, including donor reconciliation and grant reports.
- Coordinate, recruit, and train resource development volunteers.
- Issue and maintain charitable tax receipts in accordance with CRA best practices
- Accurate and timely gift and data entry
- Contribute resource development-related content to Providence's social media, communication and marketing initiatives.

Qualifications:

- Post-secondary diploma or degree in Non-profit Management, Business Administration, Marketing, Communications, or a related field and experience.
- Minimum 3 years experience working Blackbaud Raiser's Edge (CRM) experience, grant writing and prospect research is considered an asset.
- Proficient with Microsoft Office 365 (Outlook, Word, Excel, Power Point)
- Valid Driver's license, must have own vehicle and willing to travel within Calgary and to surrounding areas.
- Adobe Creative Cloud and Graphic design experience considered an asset.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

Learn more about us at: www.providencechildren.com