



SafeLink Alberta is an organization delivering services throughout Southern Alberta. As a non-profit organization, we work to reduce the harms associated with sexual activity and substance use. We serve and advocate for priority populations by offering low-barrier, non-judgemental, and informed programs and services. We offer a fun and energetic environment that provide opportunities for you to utilize your talents and develop new skills.

Fund Development Specialist

At SafeLink Alberta, we have a clear vision: to be the place where a diverse mix of talented people want to come, stay and do their best work. SafeLink Alberta's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at SafeLink Alberta - it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and any other difference that makes us all unique.

Reporting to the Director, Community Relations, the Fund Development Specialist will be responsible for SafeLink Alberta's annual giving and monthly giving programs, signature fundraising events, third party fundraising events, and supports general community relations for the agency. The specialist will build and cultivate relationships with prospective and current donors and partners, as well as a diverse group of community stakeholders in Calgary. This position is a member of the Community Relations team and works collaboratively with the team to develop and nurture relationships to facilitate the achievement of our vision and mission and to achieve the goals of the strategic plan.

This position is a full-time position (35 hours per week), based out of the SafeLink Alberta operational site in Calgary, Alberta with a hybrid work from home option. Regular work hours are generally between Monday and Friday 8:00am to 4:00pm, however, a flexible schedule including day, evening, and weekend availability may be required.

Key Accountabilities

Fund Development

- Develops and implements strategies for the annual giving and monthly giving programs, and specialized campaigns.
- Actively researches potential grants and sources of funding; Completes applications for grants under \$75,000 and coordinates applications for grants over \$75,000 with the Directors team.
- Facilitates the successful execution of the annual signature fundraising event(s): develops milestones and timelines for event execution; secures event location, manages event timelines and details; coordinates with outside vendors; develops and works within event budgets.
- Leads the development and implementation of local third-party fundraising events.
- Sets up and coordinates silent auctions and other fundraising items to support signature and 3rd party events.
- Acts as an ambassador of the organization and practices ethical fundraising in keeping with the mission and values of SafeLink Alberta and in accordance with charitable giving standards.

Community Relations

- Ensures consistent and aligned messaging, and communicates SafeLink Alberta mission, vision, and strategic goals.
- Ensures donors and appropriate stakeholders are kept informed on a regular basis through appropriate channels (blogs, social media, newsletters, etc.), in collaboration with the Community Relations Team.

- Builds relationships with key external stakeholder groups, community partners and potential community alliances.

Qualifications /Key Competencies

- Related post-secondary education.
- Minimum 3-5 years of non-profit fund development and/or event planning experience required.
- Demonstrated success in achieving fundraising goals, grant writing, and executing events.
- The ability to work in a hybrid work environment, with a dedicated home office as well as the expectation to work from the office as required. Be able to stay motivated and on task in a home office environment.
- Demonstrated ability to develop strong collaborative working relationships both internally and externally with a diverse group of stakeholders.
- Strong project management skills.
- Effective verbal and written communication skills, both individually and in public speaking capacities.
- Advanced skills in Microsoft Office (Word, Outlook, Excel).
- Provision of a criminal security check with vulnerable sector search. A positive criminal record check will not necessarily preclude a candidate from being hired - decisions will be made on an individual basis and all information will be kept confidential.
- A valid driver's license and reliable vehicle is a requirement for this position, and proof of vehicle registration and \$2 million liability insurance.

Compensation

The salary range for this position is \$57,738-\$66,854, based on years of experience and education credentials.

Application Details

We especially encourage applications from communities that are under-represented among our staff, such as people living with HIV, visible minorities, those with lived/living experience, and persons with culturally diverse backgrounds. We value your lived experience, and we encourage you to self-identify in your application should you feel comfortable doing so.

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@safelinkalberta.ca quoting job reference **SLA – 187**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.