



## **Development Coordinator**

**Reports to: Executive Director, Development**

### **The Position:**

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a strong Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. Our mission is to increase Canadian Ski Racing podium performances AND inspire growth in participation and fans.

We are currently seeking a creative and organized individual to join our organization in the role of **Development Coordinator**.

Reporting to the Executive Director of Development, the Development Coordinator is a member of the Partnerships & Marketing division. The Development Coordinator is responsible for supporting various fundraising activities and initiatives and will play a key role in the research and prospecting of donors, relationship management with existing donor base, donor communications, event planning and delivery as well as various administrative tasks to support fundraising efforts.

### **Duties:**

- Development of targeted donor communication strategies: such as cultivation, stewardship, renewal outreach
- Tax receipting and financial reporting support
- Develop donor newsletter content and manage on-going content plan
- Support special events coordination and delivery including managing vendor relationships, solicitation, planning and execution
- Maintain donor tracking in the CRM, such as gift entry, recognition, tax receipting, reconciliation and reporting
- Actively participate in ideation of new opportunities to generate philanthropic activity.
- Other special projects as assigned

### **Working Conditions**

- Full-time, preferably based in Alpine Canada's head office in Calgary, AB, but would consider Greater Toronto Area (with meaningful presence in Calgary)
- Combination of time in office and work from home
- May require occasional travel and work during evenings or weekends to attend events or meet deadlines

### **Employment Requirements**

- Bachelor's degree preferred or equivalent experience.
- 2+ years' experience in development/fundraising with a registered charity and/or not-for-profit



- Highly organized, thorough, and detailed oriented with the ability to manage multiple projects with competing priorities
- An outgoing and confident self-starter with the ability to take initiative.
- Passion for and commitment to raising funds for Alpine, Para-Alpine, and Ski Cross disciplines, or sport in general
- Excellent written and verbal communication skills
- Proficiency in data management and reporting, familiarity with CRM systems an asset
- Basic understanding of accounting principles and budget management
- Strong English communications skills required (presentation, verbal and written). Bilingualism is an asset

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments. Advanced ability working with MS office applications is required.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto:careers@alpinecanada.org). Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

#### **CONTACT INFORMATION**

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