

**Director of Fund Development
The Alex Community Health Centre
Permanent | Full-Time**



Who We Are:

The Alex is a non-profit health and social services organization that has provided integrated and accessible supports and thoughtful, comprehensive care to Calgarians for almost 50 years. With a full complement of health, housing, and community programs, the Alex is a hub of supports and outreach services for people who are experiencing poverty, trauma, social isolation, or health challenges including addiction.

What You Will Do:

Reporting to the CFO, the Director, Fund Development will create and implement a robust fund development strategy to develop and foster meaningful relationships with employees, donors, government funders and the community. This position is instrumental in charting the organization's course in philanthropy and securing charitable contributions to support The Alex's mission and vision.

- Collaborate with Senior Leadership Team to develop short- and long-range fund development plans and programs that support the organization's values, mission, and general objectives.
- Evaluate, adjust, and develop fundraising strategy, plans and engagement activities to meet financial needs and increase stakeholder support.
- Designs and implement best/next practice impactful, cost-effective fund development and major gift programs, ensuring solid return on investment.
- Manage and research donor prospect lists, prepare materials and provide support to staff, board members, and volunteers for solicitations.
- Ensures there is a communications strategy and work plan to support fundraising and engagement strategies and activities.
- Provide general oversight of fund development activities and manage the day-to-day operations of The Alex's development function.
- Develop and implement project management systems that accurately monitor and prioritize prospect potential & activity, return on investment of events and rate of return on team activity.
- Provide regular reports to track funds raised, potential prospects, and future activities.
- Oversee process of communicating reporting requirements to Research and Operations teams to ensure funders receive appropriate data on program/project achievements and statistics in alignment with funding agreements.
- Create opportunities, both proactively and responsively, to engage in dialogue with community stakeholders to allow The Alex to listen, learn and share information in alignment with organizational goals.
- Supports attainment of the organization's fund development goals through the selection, development, motivation, and evaluation of human resources, both professional and volunteer.
- Works with the CEO and leadership volunteers to enable the board and its members to fulfill their fund development roles. Facilitates the optimum interaction between management and volunteers.
- Keep informed of changing landscape of government, business and community support for non-profit social service and health initiatives, adjusting strategy and activity to maximize opportunities.
- Maintain ongoing knowledge of best and emerging practices in philanthropy and fund development as well as the general fields of management and the not-for-profit sector.
- Practice ethical fundraising, aligned with the mission and values of The Alex

What You Bring:

- Minimum of 5 years (non-profit) leadership experience, demonstrating increasing responsibility to a senior level with significant fund development and community engagement accountabilities with additional 10 years non-profit or fund-raising experience. Social services and/or health-related sector experience is an asset.
- Degree in communications, business, sales, social sciences, non-profit leadership or related field. A combination of experience and education will be considered.
- Certified Fund Raising Executive Preferred.
- Experiencing achieving fundraising targets of 10 million+
- Strong not-for-profit fund development knowledge including:
 - Canada Revenue Agency (CRA) rules and guidelines regarding fundraising in Canada and specifically Alberta;
 - AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct;
- Donor management software (CRM), digital fundraising and peer to peer platform experience
- Certification in Project Management an asset
- A satisfactory criminal record clearance and a Child Welfare Intervention Check are required
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action is an asset

The position is based out of our Franklin Station main Community Health Centre location. Occasional travel within the city will be required. Occasional evening and weekend hours will be required for special projects, events, and deadlines in service to the organization's mission.

How To Apply:

If you are as passionate as we are about making a difference in people's lives, please visit our Career Centre: [Jobs at The Alex | The Alex](#). This position will remain open until a suitable candidate is found.

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