

Development Coordinator Fund Development Permanent | Full Time

What we do and why we do it:

Since 1973, The Alex's cost-effective programs have provided preventative care in a welcoming, easy to access environment, moving people from poverty to stability and from crisis to wellness. Using a multidisciplinary team approach, we focus care on assessment, intervention, and promotion of all aspects of health. We embrace a model of healthcare that is accessible, responsive, and participatory. In addition to the Family Health Centre, we run a Senior's Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, a Community Food Centre, CLERC - legal support for Children and a Bottles4Health Program.

The Fund Development Coordinator is a key member of Fund Development and Communication teams, playing a significant role in supporting The Alex's fundraising program. The Coordinator will primarily support the Annual Giving and Major Gift portfolio and ensure internal systems are in place to for gift processing, receipting and donor database management. This is a full-time permanent position, reporting to Development Officer, Annual Giving.

What you will do:

- Act as first point of contact for general donation-related inquiries to The Alex
- Respond to all internal and external inquiries for fund development; ensuring requests are delegated to, and information is shared with appropriate team members
- Enter all gifts, donations, pledges, and gifts-in-kind into the donation database and issue thank you letters and tax receipts in accordance with CRA regulations and The Alex's fundraising policies and practices
- Manage the donor database including regular database updates and regular audits for data accuracy and manage all third-party donations platforms including the transfer of data and funds between systems
- Ensure donor information, actions and gift agreements are accurately captured, maintained, and filed
- Work closely with the development team to support fundraising activities, including assisting in generating lists, compiling data and preparing mailings for annual fundraising campaigns
- Assist with preparation of donor correspondence, reports, and collateral, including letters, cases for support, presentations and other materials
- Provide support to the fund development and finance teams with monthly donation reconciliation, general record keeping and regular fundraising reporting
- Support engagement initiatives including lunch and learns, public tours, and volunteer opportunities, fundraising initiatives, and special events, as needed
- Performs other duties as assigned

What you bring:

- Relevant University degree or College diploma; related work experience may be considered in lieu
- Minimum of 2 years related experience in a fundraising, community engagement or communication setting; previous experience in the non-profit sector is an asset

- Experience with fundraising software, Donor Perfect is preferable
- Strong organizational skills, and ability to balance multiple competing priorities and deadlines
- Exceptional computer and software skills, with experience working in MS Teams and MS Office Suite
- Ability to work independently, collaboratively, creatively and with initiative
- Strong problem-solving and troubleshooting skills
- Professionalism and tact in handling highly sensitive and confidential information ethically and with discretion
- A satisfactory vulnerable sector criminal record check is 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 considered an asset

Working Environment:

- Main Building (2840 2nd Ave SE). Occasional travel within the city will be required
- 1 FTE (37.5 hours/week)
- Standard hours 8:30am - 4:30pm Monday-Friday. Occasional evening and weekend hours for special projects and events will be required
- Continuous extended periods of sitting, standing, and walking (sometimes up/down stairwells)

As a condition of employment, The Alex requires the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional, and case by case basis; The Alex will adhere with its obligations under the Alberta Human Rights Act.

How to apply:

If you are as passionate as we are about making a difference in people's lives, please visit our Career Centre: [Join Us - 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.

For more information on Alex programs please visit our website www.thealex.ca