



You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold (IFTC), our mission is to offer shelter, housing, and coordinated supports to help children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary:

The Senior Development Officer is a key player in the organization and will contribute to reaching our fundraising goals. This role reports to the Manager, Fund Development. The Senior Development Officer is a professional and experienced fundraiser, passionate about helping families, a driven and results oriented individual, with a positive attitude, and the desire to be a team player. The Senior Development Officer will play a key role in developing and implementing Inn from the Cold's fundraising strategies and will actively work with the Manager, Fund Development and the Development Team to reach the Philanthropy and Campaign goals.

Primary Responsibilities:

- Plan, implement, monitor and evaluate fundraising and stewardship strategies in order to achieve campaign targets.
- Manage a portfolio of key relationships and implement strategies to raise funds for Inn from the Cold.
- Work in collaboration with the Manager, Fund Development to research individuals, and corporate funding prospects.
- Cultivate relationships and move donors through all stages of the donor cycle, with a particular focus on creating new relationships.
- Develop and implement a donor recognition and ongoing stewardship program, valuing the donors who loyally support Inn from the Cold.
- Create individual donor plans and associated strategies, tracking these in the database, and work closely with the rest of the team.
- Maintain current knowledge of giving trends, and bring these learnings to the team through innovation.
- Ensure compliance with the AFP's Code of Ethical Principles and Standards, the Government of Alberta's Charitable Fundraising Act as well as Imagine Canada's Standard Program and CRA regulations;

Inn from the Cold

#106, 110 - 11 Avenue SE Calgary, AB T2G 0X5 Canada P. 403-263-8384 InnFromTheCold.org

Helping families, help themselves

Experience and Skills:

- Minimum of 5 years' experience and a proven record of success in raising funds for non-profit organizations from the community at large, as well as government. Candidates with sales experience will be considered.
- Post-Secondary Degree or Diploma in a related field.
- Knowledge of Donor Bill of Rights and Fundraising Code of Ethics required.
- Knowledge and experience working with Raisers Edge donor database a definite asset.
- AFP membership preferred, pursuing CFRE designation desirable.
- Demonstrated abilities in strategic planning and problem solving.
- Demonstrated abilities to work as a team player.
- Well-developed skills in influencing, negotiating and sales.
- Demonstrated ability and interest in working with and for diverse populations.
- Ability to meet deadlines.
- Strong writing, presentation and networking skills.
- An understanding of budgets and financial reporting.
- Fully literate in Word, Excel, PowerPoint, Outlook, MS Team and other computer applications.
- Outgoing, inclusive and welcoming in nature.
- Resourceful, motivated and energetic.
- Valid driver's license and access to a vehicle.
- Availability to work some evenings and weekends.

This position is a full-time permanent position. The profile reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position. Inn from the Cold offers a competitive salary and benefits package, including comprehensive health and dental benefits, a health spending account, and RRSP matching after three months of service.

How to Apply:

- Please apply via our company website: [Careers - Inn from the Cold](#)
- Applications will be accepted until successful candidate is found
- Must be legally eligible to work in Canada
- No phone calls or email inquiries please
- Only applicants selected for interviews will be contacted

Police check and Child Intervention check is required for employment.

Subject to reasonable accommodation, this position will require the successful candidate to show proof of a vaccination.

Mission & Values

At Inn from the Cold (IFTC), our mission is to offer shelter, housing, and coordinated supports to assist children and their families achieve independence.

<i>Compassionate</i>	We demonstrate kindness, caring, and a genuine motivation to help
<i>Respectful</i>	We hold ourselves and other in high regard and demonstrate this through our attitudes and behaviors
<i>Courageous</i>	We are brave and bold and stand strong in our representation for families

Accountable We do what we say and conduct ourselves with integrity and openness
Inclusive We value the rich diversity of people and the right of all to participate fully, without fear or discrimination
Innovative We strive to achieve positive and impactful change by building knowledge, pursuing new ideas, collaborating with others, and learning from our efforts

Diversity Statement

Inn from the Cold is committed to building and fostering a safe and inclusive workplace that values diversity and provides opportunities for all employees to thrive. IFTC will make every effort to recruit qualified staff to fulfill its vision, mission and values, and who reflect the diversity of clients it serves.

