



Fund Development – Coordinator - Stewardship

CKUA

CKUA is Alberta's voice for music, arts, and culture. Recognized as Canada's first public broadcaster, CKUA guides an inspirational journey of musical discovery through 30+ expertly curated multi-genre musical programs and other enriching arts and cultural content on-air and online. CKUA serves 380 communities across Alberta with FM Radio and listeners around the world with live-streaming and enriching digital content through CKUA.com, the CKUA App and social platforms.

CKUA is not government funded; rather, is proudly supported by a 12,000-strong worldwide crew of donors who collectively contribute 60% of CKUA's annual operational funding. As CKUA approaches its centennial, we are on a mission to grow our philanthropic community. Wouldn't it be amazing to announce 100% donor-supported? We believe so too! CKUA Fund Development is looking for a Coordinator-Stewardship who can help make it happen.

The Role

The Coordinator-Stewardship is a key member of the CKUA Development team and is responsible for planning, leading and executing programs and initiatives that support donor stewardship at CKUA. The Coordinator-Stewardship is responsible for developing and executing the organization's stewardship strategy, ensuring that all systems and processes support departmental goals, and working in partnership with other departments to create meaningful experiences for CKUA donors and partners. Working with the Director of Development/Chief Development Officer, department colleagues, and cross-department colleagues, the Coordinator-Stewardship takes a proactive approach to the planning, delivery, and administrative responsibilities necessary to support CKUA in building and deepening relationships with donors at all levels.

Main responsibilities include:

- Develop and execute stewardship plan to support CKUA in deepening relationships with donors at all levels
- Support the implementation of recognition benefits for Leadership Donors in accordance with CKUA's new Leadership Giving Program
- Plan and lead the implementation of all other recognition programs for CKUA donors
- Lead the development of any donor stewardship initiatives including but not limited to developing and disseminating impact reports, coordinating donor thank you calls, holiday stewardship etc.
- Collaborate with MG fundraisers to review and contribute to gift proposals and ensure delivery of recognition offered
- Track all gift agreements, letters of intent, pledge reminders etc.
- Play a lead role in planning and executing all donor stewardship events in all locations
- Oversee the proper acknowledgement and stewardship of donations
- Ensure systems, policies and procedures align to best practice and support CKUA in being a donor-centric organization

CKUA Radio Network | 9804 Jasper Avenue | Edmonton, Alberta T5J 0C5 | T. 780.428.7595 | www.ckua.com

FM FREQUENCIES: ATHABASCA 98.3 BANFF/CANMORE 104.3 CALGARY 93.7 DRUMHELLER/HANNA 91.3
EDMONTON 94.9 EDSON 103.7 FORT MCMURRAY 96.7 GRANDE PRAIRIE 100.9 HINTON 102.5 LETHBRIDGE 99.3
LLOYDMINSTER 97.5 MEDICINE HAT 97.3 PEACE RIVER 96.9 RED DEER 107.7 SPIRIT RIVER 99.5 WHITECOURT 107.1



- Develop and adhere to Stewardship and benefit matrix
- Manage donor wall & donor recognition

Required Qualifications

- 3-5 years of progressive fundraising/stewardship experience for a not-for-profit
- Advanced analytical skills, timely problem-solving (issue identification and prioritization) skills, communication and presentation skills are essential for this role
- Strong networking and social skills
- Attention to detail is a must
- Experience with MS Word, Excel, and PowerPoint
- Exceptional customer service and stewardship skills
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion
- Advanced project management and client-management skills
- Proven history on creating and maintaining external and internal relationships
- Ability to travel within the province of Alberta

You have demonstrated the ability to:

- Build and maintain positive working relationships with multiple stakeholder groups reflective of CKUA values: Community | Diversity | Inclusion | Creativity | Curiosity | Authenticity
- Plan, organize, support, and deliver special events of various sizes and target audiences in alignment with desired strategic outcomes on-time and on-budget.
- Exhibit high attention to detail and exceptional customer service capabilities that help to create meaningful and lasting impressions.

Hours of Work and Location

- Full-Time / M-F / 40-hour work week (evening / weekends as required)
- Flexible Hybrid Remote Work Environment (Edmonton based)

Working Relationships

- Reports to the Development Director and provides support to Chief Development Officer
- Works closely with Database Administrator.

Salary / Compensation

- Within Band Two of the 2018 Collective Agreement between CKUA and IBEW 2228,

Please send a cover letter and resume to Greg Latham, Development Manager at careers@ckua.com by 5pm June 19, 2024. Note there is a strong internal candidate.

CKUA welcomes applications from all qualified individuals. We are particularly interested in and encourage applications from equity-seeking communities, including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

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