



## Fund Development Manager

CKUA is recognized as Canada's first public broadcaster, and it continues to inspire and guide a world-wide community of loyal arts and culture enthusiasts along an inspirational journey of musical discovery every day, 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. We are an inclusive, creative hardworking group on a musical mission to enrich lives and support the arts.

CKUA is supported by donors who collectively contribute 60% of CKUA's annual operational funding. As CKUA approaches its centenary, we are on a mission to grow our philanthropic community. We are looking for a Fund Development Assistant who can help make it happen.

### The Role

This is an exciting opportunity for a motivated, strategic, fund development professional to support CKUA in building a high-performing fund development team, to lead the organization into its 100<sup>th</sup> anniversary. This role requires the ability to work collaboratively as a member of the CKUA team, to assist and support other staff, to facilitate a team environment through work contributions and the sharing of expertise and knowledge.

Reporting to the Director of Development, the Fund Development Manager is responsible for planning and managing CKUA's annual fund development programs and activities, including on-air campaigns, direct mail and leadership giving campaigns.

The Fund Development Manager will possess a strong understanding of moves management and will lead the team in developing and executing strategies to acquire new donors and move donors from occasional giving to monthly giving to leadership giving. The Fund Development Manager is a key member of CKUA's Fund Development team and will provide direction to two Senior Development Officers. As a leader in the organization, the Fund Development Manager will be a contributing member of CKUA's Leadership & Management team and will work closely with all departments at CKUA to support the organization in achieving its philanthropic goals.

### Key Responsibilities

- Develop and implement a strategic, measurable annual fund development plan, in support of CKUA's strategic plan.
- Provide direction and leadership in developing and executing the semi-annual on-air fundraisers
- Provide leadership in the design and implementation of development programs such as direct mail appeals, leadership giving strategies, 3<sup>rd</sup> party giving and 50/50 raffles
- Oversee the implementation of CKUA's annual giving program
- Supervise the use of donor information systems and gift processing tools, Raiser's Edge.
- Collaborate with Marketing to maximize donor acquisition opportunities.

### **Desired Knowledge, Education and Experience**

- Five (5) to seven (7) years of progressive fund development experience, CFRE designation is considered an asset
- Demonstrated success in planning and implementing an integrated and measurable annual fund development program.
- Demonstrated success in leading, managing and developing high-performing teams.
- Strong interpersonal, verbal and written communication skills.
- Critical-thinking, sound judgement, high attention to detail and strategic decision-making abilities.
- Excellent organizational, project management and time management skills, including the ability to work to tight deadlines and deal with a high degree of organizational complexity.
- A desire to work with creative and collaborative teams who are committed to quality, values and leadership.
- Essential to the role is knowledge of Raiser's Edge, the progressive utilization of technology in development work and demonstrated success in accountability reporting.

### **Desired Competencies**

- Ability to work collaboratively as a member of the CKUA team,
- Ability to demonstrate conduct appropriate to the occasion,
- Ability to support, coach, develop and motivate direct reports.
- Effective interpersonal, communication and storytelling skills
- Excellent planning and organization skills.
- A desire to work in a fast-paced and dynamic environment with a strong focus on meeting deadlines and achieving performance goals.

**Please reply to the ADP link or send a cover letter and resume to [careers@ckua.com](mailto:careers@ckua.com) by 5pm November 5, 2024.**

*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.*

CKUA is a donor-supported arts organization that inspires and connects through the power of music, arts, culture and story. With a focus on musical discovery, we showcase the best creative work from Alberta and beyond and deliver it on-air, online and in-person.

In the spirit of our journey to promote reconciliation, we honour the truth of the shared history and acknowledge that we operate on Treaty 6 and Treaty 7 territories.

Treaty 6 territory is the traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakoda, Sioux, Iroquois, Dene, Ojibway, Saulteaux/Anishinaabe and many others whose histories, languages and cultures continue to influence our vibrant community of Amiskwaciwaskahigan, also known as Edmonton.

Treaty 7 is the traditional lands of the Blackfoot Confederacy which includes the Siksika, Kainai and Pikani, the Tsuut'ina and the Stoney Nakoda nations including the Chiniki, Bearspaw and Wesley nations.

We also recognize the Métis people and the Inuit who make their home in Mohkings'tsis, also known as Calgary.