



## Fund Development Coordinator

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

The Fund Development Coordinator is a key member of the CKUA Fund Development Team responsible to supporting all philanthropic activities across the organization with an emphasis on supporting CKUA's Centenary Campaign.

Reporting to the Fund Development Manager, the Fund Development Coordinator is a multi-faceted role well-suited for a collaborative, self-starter who understands all aspects of fund development.

A high attention to accuracy, effective time management skills and strong analytical abilities are essential for success in this role. The Fund Development Coordinator will possess strong communication (written and verbal) skills and will be comfortable working on a variety of projects with various stakeholders. The Fund Development Coordinator is a union position (Band 2) and will be administered under the 2021 Collective Agreement between CKUA and IBEW 2228.

### Key Duties and Responsibilities

#### Major gift support - Prospect Management and Research

- Research and analyse potential donors using wealth screening tools and public records, producing detailed prospect profiles and meeting briefing reports.

#### Data Analysis & Reporting

- Responsible for all fund development reporting including managing all campaign dashboards and scorecards
- Generate analytics to support the strategic direction and decision making of the fundraising programs.



### **Donor lists & queries**

- Pull queries and reports and compile information to support the Fundraising team's goals and needs
- Ensure constituent records are up to date through data entry of all donor information regarding donations, donor data, comments, and feedback.

### **Special initiatives**

- Support revenue generating activities including 50/50 raffles and 3<sup>rd</sup> party giving
- Contribute to the planning and execution of any campaign events or initiatives
- Support Grant writing and other funding initiatives as required

### **Gift Processing & Donation Processing**

- Provide support processing donations and other financial and administrative donor relations activities, as required

### **Centenary campaign support**

- Provide administrative support to Centenary Campaign activities including meeting minutes, data entry, donor meeting notes, campaign updates etc
- Support the development of gift proposals and gift agreements, in collaboration with Major Gift Fundraisers

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

- 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
- Proven history on creating and maintaining external and internal relationships
- Ability to travel within the province of Alberta
- Raisers Edge experience is an asset

### **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
- 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)
- Position is in-person at the Edmonton office location, flexible hybrid work environment can be explored

### Working Relationships

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

### Salary / Compensation

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

Please reply to the ADP link or send a cover letter and resumé to [careers@ckua.com](mailto:careers@ckua.com).

**Resumes submitted without a cover letter will not be considered.**

This position will be posted until a suitable candidate is found.

*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, Bears paw and Wesley nations. We also recognize the Métis people and the Inuit who make their home in Mohkín's'tsis, also known as Calgary.