



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • OSI-PTSD SERVICE DOGS

bcandalbertaguidedogs.com

Since 1996

Manager Fund Development (Edmonton)

Full-Time, Onsite

Salary Range: \$80,000 - \$95,000 / year

We are currently seeking a highly motivated and passionate individual to join our Resource Development team as the Fund Development Manager. This full-time position will be working on-site at our new Edmonton Office. The hours of work are 8:30AM – 4:30PM (Monday to Friday). This is a new position for our organization in Edmonton.

ORGANIZATION SUMMARY:

BC & Alberta Guide Dogs established in 1996, breeds, raises and professionally trains dogs for individuals who have little or vision, children with profound autism and veterans and first responders with OSI-PTSD. At all times meeting or exceeding international standards as established by the International Guide Dog Federation (IGDF) and Assistance Dogs International (ADI). The organization has offices in Delta, BC, Qualicum Beach, BC, Calgary and Edmonton, Alberta and we are presently undergoing the construction of a brand new, first of its kind in western Canada, state-of-the-art Breeding and Training Centre at our head office in Delta.

POSITION SUMMARY:

Reporting to the Director of Development, the Fund Development Manager is a results-oriented, front-line fundraiser dedicated to the retention and growth of our donor base. The Fund Development Manager will work as part of a team to support all fundraising and community engagement efforts. The role is responsible for developing, planning and coordinating fund-raising strategies and activities while assuring accurate records and timely reporting. The role also includes identifying, cultivating stewarding and soliciting major gifts.

RESPONSIBILITIES:

This position combines the specialties of fundraising and development, while managing the Edmonton office.

- Develop and execute fundraising strategies within the Edmonton market
- Maintain and cultivate existing donor base through research and tailored giving strategies, including foundations, corporations and individuals
- Provide analysis reports to the Director of Development



BC HEAD OFFICE

7061 Ladner Trunk Road
Delta, BC V4K 3N3
Tel: 604.940.4504
Toll-free: 1.877.940.4504

CALGARY OFFICE

11 – 6115 4th Street SE
Calgary, AB T2H 2H9
Tel: 403.258.0819
Toll-free: 1.877.258.0819

EDMONTON OFFICE

4904 87st NW
Edmonton AB T6E 0V3
Mail: PO Box 42059
Edmonton AB T6K 4C4

OSI-PTSD SERVICE DOGS

Rms 9-10, 744 Primrose Street
Qualicum Beach, BC
Tel: 250.909.0090
Mail: BC Head Office

- Develop new initiatives and revenue sources to complement existing revenue streams
- Deliver appropriate and timely donor recognition and stewardship
- Build brand awareness through community outreach activities and initiatives
- Work with Marketing and Communications to create media opportunities and communication plan strategies that increase brand awareness within the Edmonton market
- Work in partnership with the Puppy Sponsorship Manager to deliver the PSP program and Donor Recognition and Stewardship program in Edmonton
- Maintain accurate and consistent donor tracking in the database management system
- Provide support for Special Events, including actively seeking event sponsorships

QUALIFICATIONS:

- Able to work independently with a variable workflow while maintaining appropriate priorities and executing timely deliverables
- Bachelor's degree in Fundraising, Nonprofit Management, Communications, Marketing, or a related field. CFRE is considered an asset
- Experience in developing and implementing major gifts strategies and individual giving campaigns
- High level of integrity and ethical standards, with a commitment to maintaining donor confidentiality and complying with regulatory requirements
- Minimum of 5 years of experience in major gifts fundraising, individual giving, or related roles within the non-profit sector
- Proven grant writing skills
- Proven track record of successfully securing major gifts and cultivating long-term donor relationships
- Self-motivated and proactive, with the ability to work independently as well as part of a collaborative team
- Strategic thinker with the ability to analyze donor data, identify trends, and develop targeted fundraising strategies
- Strong computer skills: must be proficient in the MAC environment with Microsoft Office Suite, including PowerPoint, Word and Excel programs
- Strong presentation and public speaking skills, with the ability to represent the organization to external stakeholders

Please send resume and cover letter to Jodi Szepesi at jodi.szepesi@bcandalbertaguidedogs.com