REGIONAL PHILANTHROPY MANAGER

PERMANENT, FULL-TIME POSITION, ON-SITE (Edmonton office)

BC & Alberta Guide Dogs is seeking an experienced, relationship-driven **Regional Philanthropy Manager** to grow our philanthropic support and community presence throughout Edmonton and Northern Alberta.

This is an exciting opportunity for a frontline fundraiser who thrives on building relationships, creating connections and identifying opportunities for growth. The successful candidate will play an important role in expanding our network of donors, corporate partners, foundations and community supporters while helping more people understand the life-changing impact of our work.

Reporting to the Director of Philanthropy, the Regional Philanthropy Manager will build and manage a portfolio of donors and prospects, secure philanthropic revenue, develop corporate and community partnerships, and represent BC & Alberta Guide Dogs throughout the Edmonton and Northern Alberta community.

Working collaboratively with the Philanthropy team, Marketing & Communications, program staff and volunteers, this role will help implement fundraising strategies that increase revenue, strengthen donor relationships and expand awareness of our programs.

About BC & Alberta Guide Dogs

BC & Alberta Guide Dogs provides professionally trained Guide Dogs and Autism Service Dogs, as well as OSI-PTSD Service Dogs for veterans and first responders.

Our dogs provide greater independence, confidence and connection to the people who receive them. Behind every successful team is a community of donors, volunteers, staff and supporters who make this work possible.

As our organization continues to grow its presence and impact in Alberta, this role offers an opportunity to help build the philanthropic relationships that will support that growth.

KEY RESPONSIBILITIES

Fund Development & Donor Relations:

- Develop and implement fundraising strategies for Edmonton and Northern Alberta in alignment with organizational and Alberta-wide fundraising priorities.
- Build and manage an active portfolio of individual donors, major gift prospects, service clubs, corporate partners, foundations and community supporters.
- Identify, qualify, cultivate, solicit and steward donors and prospects, with a focus on developing meaningful, long-term relationships.
- Achieve annual fundraising and revenue targets.
- Identify and develop new sources of donation revenue within Edmonton and Northern Alberta.
- Develop corporate partnerships and sponsorship opportunities.

- Build and strengthen relationships with foundations, grant funders and other philanthropic partners.
- Deliver timely and meaningful donor stewardship, recognition and engagement.
- Work in partnership with the Puppy Sponsorship Manager to support the Puppy Sponsorship Program and donor recognition and stewardship initiatives in Alberta.
- Support annual giving, major gift and organization-wide fundraising campaigns.

Community Engagement & External Relations:

- Build BC & Alberta Guide Dogs' profile and network within Edmonton and Northern Alberta's philanthropic, corporate and community sectors.
- Develop relationships with businesses, community organizations, service clubs and other prospective partners.
- Represent BC & Alberta Guide Dogs at community events, networking opportunities, speaking engagements and donor functions.
- Identify opportunities to increase awareness of BC & Alberta Guide Dogs' programs and impact.
- Support fundraising, donor and third-party events that advance organizational fundraising and community engagement goals.
- Work collaboratively with the Marketing & Communications team to identify media, storytelling and awareness opportunities.

Grants & Sponsorships:

- Work collaboratively with the Philanthropy team to identify foundation, corporate and grant funding opportunities.
- Research, develop and submit grant proposals, funding requests and sponsorship applications as appropriate.
- Maintain strong relationships with funders and ensure stewardship and reporting requirements are completed accurately and on time.

Data Management & Reporting:

- Maintain accurate and up-to-date donor, prospect and activity records within the organization's CRM.
- Use donor data and portfolio activity to identify opportunities, track progress and inform fundraising strategies.
- Monitor progress toward fundraising goals and provide regular reports, analysis and insights to the Director of Philanthropy.
- Ensure appropriate documentation and follow-up of donor meetings, solicitations and stewardship activities.

Collaboration:

- Collaborate with colleagues across the Philanthropy Department to support integrated fundraising, donor engagement and stewardship.
- Work closely with program staff and volunteers to develop meaningful opportunities to connect donors with the organization's mission and impact.
- Contribute to organization-wide fundraising initiatives, campaigns and events.

WHAT YOU BRING

We are looking for a confident, strategic and relationship-oriented fundraiser who is excited by the opportunity to build relationships and grow our presence in Edmonton and Northern Alberta.

You bring:

- Minimum 5 years of progressive experience in fund development, major gifts, donor relations, business development or a related field.
- Demonstrated success cultivating, soliciting and stewarding donors and securing philanthropic revenue.
- Experience managing a portfolio of donors and prospects and working toward fundraising targets.
- Strong relationship-building skills and the ability to develop connections within corporate, philanthropic and community networks.
- Excellent written and verbal communication skills, including confidence representing an organization publicly.
- Strong organizational skills with the ability to independently manage multiple relationships, priorities and opportunities.
- Experience working with fundraising CRMs and using donor data to support relationship management and fundraising strategy.
- Ability to work independently while contributing effectively within a collaborative team.
- Ability to attend occasional evening and weekend events and travel as required.

The following would be considered assets:

- Post-secondary education in fundraising, nonprofit management, communications, marketing, business or a related field, or an equivalent combination of education and experience.
- CFRE designation or progress toward certification.
- Established relationships or knowledge of Edmonton and Northern Alberta's philanthropic, corporate and community sectors.
- Experience developing corporate partnerships and sponsorships.
- Experience working with volunteers and community organizations.

WHAT WE OFFER

- 4 weeks' vacation plus Christmas Eve, Easter Monday & your birthday off.
- A comprehensive benefits package which includes coverage for health, drugs, vision and dental care.
- $80,000 - $95,000, based on experience and qualifications.

HOW TO APPLY

If this opportunity excites you, please submit your resume and cover letter outlining your experience and interest in the Regional Philanthropy Manager position to **jobs@bcandalbertaguidedogs.com**. Only candidates selected for an interview will be contacted.