

Father Lacombe Care Centre Foundation (FLCCF)

FUND DEVELOPMENT PROFESSIONAL

JOB DESCRIPTION

Date: August 20, 2010

Location: Father Lacombe Care Centre, Calgary

Reporting to: FLCCF Chairman

An exciting opportunity exists to make a difference in the lives of seniors in Calgary. The Father Lacombe Care Centre is a Catholic community-based facility, committed to providing compassionate, holistic care to all adults in a home environment. FLCCF is currently undertaking a major capital campaign to raise funds for a new state-of-the-art care facility in south Calgary. The Fund Development Officer will work collaboratively with the FLCCF Board, the FLCC Board, the fund development consultants and volunteers to meet FLCCF's capital campaign and ongoing fundraising goals. This position is ideal for an experienced Fund Development professional with skills in capital campaigns, major and planned giving, corporate fund development and foundations.

RESPONSIBILITIES:

- Implementation and evaluation of the annual plan to generate and sustain revenue growth in multiple streams including individual giving, corporate giving, foundations, events, service clubs, planned giving and events.
- Meeting the annual target for revenue generation.
- Implementation and evaluation of the volunteer program, including recruitment, training and recognition to ensure effective and efficient operation of fundraising projects.
- Maintaining all fundraising records and providing an overall report on each campaign/project about its effectiveness in fundraising, awareness, proceeds/costs and volunteer involvement.
- Coordinating all campaigns/projects, including effective communications plans and the development and inventory of fund development materials.
- Ensure the identification, cultivation and effective solicitation of individual and corporate prospects, existing donors, service clubs and foundations.
- Work with the FLCCF Chairman and Board of Trustees to establish and monitor the annual budget and long-term budget projections.

EDUCATION/SKILLS REQUIRED:

- A proven track record in raising funds, with demonstrated success in major gifts, annual funds and planned giving.
- Superior interpersonal, communication and networking skills within and outside the team.
- Experience in a non-profit environment working with volunteers, philanthropists, corporate funders and government agencies.
- The ability to inspire, motivate and persuade potential donors.
- Strong interest in community and a sense of ethical responsibility.
- Excellent organizational skills, initiative and ability to delegate to volunteers.
- High level of computer competency.
- Knowledge and experience in volunteer recruitment, retention, training and supervision.
- Excellent written, public speaking and presentation skills.
- University education or combined advanced education and work experience in a related field.
- Minimum five years of experience in fundraising, public relations or marketing at a progressively responsible management level.

Father Lacombe Care Centre offers a competitive salary and benefits package which includes an annual performance incentive.

Please apply in writing by September 3, 2010 to: dwillis@flnh.net

Please note that all new employees of Father Lacombe Care Centre are required to clear a criminal records check in accordance with the Alberta Protection of Persons in Care Act. We thank all interested applicants; however, only those selected for an interview will be contacted. No phone calls please.