



The Lethbridge Senior Citizens Organization (LSCO) is a locally, provincially and nationally recognized leader in the provision of supports and services for our older adult population. We are seeking an enthusiastic and energetic **Fund Development Coordinator** who will lead sustainability initiatives to ensure our organizational viability.

If you are:

- Persistent and tactful;
- Able to work under pressure;
- An excellent communicator, both verbally and written;
- Organized and have great time-management skills;
- Adept at project management;
- And excellent at working with volunteers;

Then you are the person we need to be our Fund Development Coordinator.

Your duties will include, but are not limited to:

- Implement and manage fund development strategies
- Organize and implement special events and fundraising campaigns
- Raise money for programs, services, operating budgets and capital needs
- Build endowment funds to secure long-range and sustainable sources of funding
- Build and maintain donor and prospect databases
- Maintain positive relationships with donors and supporters and develop strategies to encourage new donations and support
- Make requests for donations or sponsorship from corporations, foundations and key individuals
- Recruit, orient and acknowledge volunteers
- Prepare proposals and grant applications
- Make presentations to service organizations, corporations, foundations and other community groups and individuals to solicit donations
- Handle public relations activities such as writing news releases, newsletters and feature stories and participating in radio and television interviews
- Ensure fund development programs comply with regulatory requirements and organizational policies
- Prepare presentations and reports for donors on the impact of their gifts
- Facilitate progress meetings
- Analyze program results and recommend improvements for future fund development activities

Closing date: as soon as a suitable candidate is found

Wage range: \$24.00 - \$26.00/hr base plus participation in a progressive commission scale

Regular hours of work: 37.5 hrs/week, some evening and weekend work will be required for event-related duties

Benefits: Extended Health and Dental available after three months, Group RRSP available after one year.

Vacation benefit starts at 15 days/year.