



Development Coordinator Edmonton

The Mustard Seed's Mission is to build hope and wellbeing for our most vulnerable citizens through Jesus' love.

POSITION SUMMARY

Reporting to the Fund Development Manager (Edmonton), the Development Coordinator is responsible for supporting The Mustard Seed's fundraising program. The coordinator is responsible for cultivating relationships with individual and corporate donors and supporters providing gifts of \$1,000 to \$9,999, as well as initiating and sustaining related donor stewardship activities. This position will provide direct support to the Fund Development Manager, write or assist in preparing funding applications, maintain accurate donor records and facilitate donation processing in collaboration with Donor Relations and Administration teams.

MAJOR DUTIES AND RESPONSIBILITIES

- Actively cultivate donors through cultivation events, church engagement and 'Give First' initiative
- Actively steward a portfolio of donors in the \$1,000 to \$9,999 range through gift acknowledgement including thank you letters, impact reports, personal calls, visits and facility tours
- Collaborate with Fund Development Manager to develop and facilitate an annual stewardship plan specific to the needs and interests of Edmonton donors
- Support Fund Development Events Coordinator with development and donor engagement events planning and execution
- Write or assist with the preparation of funding applications and impact reporting
- Maintain accurate donor records and facilitate donation processing in collaboration with Administrative Assistant and Donor Relations team
- Create and execute plans to increase the rate of renewal amongst first-time donors to The Mustard Seed
- Support volunteer and intern involvement within the Development department
- Assist the Fund Development Manager with day-to-day tasks such as scheduling, appointment setting and donor research
- Oversee weekly deposits in coordination with Administrative Assistant
- Other duties as assigned

MINIMUM QUALIFICATIONS AND SKILLS

- Post-secondary education in not-for-profit management or business (management, sales/marketing and administration)
- Minimum of 2 to 5 years of related work experience, with preference to experience within a fundraising, customer service or sales role
- Personal passion for serving those in poverty, and a strong ability to communicate that passion to others
- A skill for building relationships with internal and external stakeholders
- Superior interpersonal skills, presentation and public speaking skills, good listening and negotiation skills
- Energetic self-starter who can work independently and within a dynamic and collaborative team environment
- Ability to manage multiple projects and adhere to strict deadlines
- Superior written and oral communications skills
- Proven proficiency in MS Office (MS Word, Excel, Outlook, PowerPoint) and experience with online search tools
- Proven proficiency with The Raiser's Edge, Sales Force or other fundraising database software
- Sound judgment and decision-making capabilities

OTHER INFORMATION

- Full-time, 40 hours per week. Flexibility required for some evening and weekend work.
- Office environment, with frequent external meetings throughout the city.
- A valid Class 5 driver's license and access to a vehicle required
- Driver's Abstract and Employment Security Check is required
- As The Mustard Seed is a Christian ministry, we require our employees to be in agreement and to sign our statement of faith
- The Mustard Seed embraces the concept of employment equity, which includes fair representation, anti-discrimination and reasonable accommodation
- Must have legal authorization to work in Canada on a full-time basis for anyone other than current employer

Start date: Immediate

This position will remain open until a suitable candidate is found.

Please forward cover letter and resume to recruitment@theseed.ca indicating the position title in the subject line.

The Mustard Seed offers a competitive compensation package including 100% employer paid extended health and dental benefits for staff and dependents, matching RRSP after one year of service, and flex days.

Privacy Policy: The Mustard Seed follows the principles of privacy therefore the privacy policy will be adhered to. We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. The Mustard Seed reserves the right to amend job advertisements. No phone calls please.