

## Fund Developer/Grant Writer

### About Calgary Seniors' Resource Society

Calgary Seniors is a bold and visionary leader in community that is both trusted and relied upon to provide essential and urgent services to older persons facing age-related challenges in Calgary. We balance social work when appropriate, and urgent supports when needed, while deeply engaging and building a network of community and volunteers to provide depth of care and connection that creates meaningful and effective change in seniors' overall well-being and quality of life.

Please visit [calgaryseniors.org](http://calgaryseniors.org) for more information.

**Are you: PASSIONATE ABOUT SENIORS, CREATIVE, detailed, FLEXIBLE, responsive, ORGANIZED, patient, confident, COMPASSIONATE, efficient, personable, CURIOUS, level-headed, and a CRITICAL THINKER?**

### The Position: Fund Developer/Grant Writer

The Fund Developer/Grant Writer works with internal resources to raise funds in support of the mission and programming of Calgary Seniors' Resource Society and assist in the execution of our organizational fund development strategy. This role will primarily be focused on the development and maintenance of ongoing relationships with donors and donor stewardship, the identification, design, development, management, and timely submission of grants and contract proposals, and fund development activities such as annual appeals and events.

The Fund Developer/Grant Writer will work under the direction of the Director of Stakeholder Engagement and will be a champion for the important mission of our socially innovative non-profit organization.

There is an expectation that the person in this position will step up where they see an opportunity to apply their special expertise or talents, speak up when they identify opportunities or concerns, and lead by taking actions that exemplify the organization's core values.

### Key Accountabilities and Deliverables

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Assist in the development and execution of a sustainable annual fundraising plan.
- Secure financial support from individuals, foundations, and corporations.
- Manage and oversee stewardship and recognition of donors, sponsors, and partners.
- Develop, coordinate, and manage successful online and offline fundraising campaigns, annual appeals, and events.
- Promotion of the agency and fundraising activities through email, social media, and word-of-mouth
- Build community relations and assist as a community liaison.
- Responsible for researching, collecting data, and writing of grants from government and non-government agencies.

- Write and submit high-quality grant EOI and proposal narratives, applications, budgets, and supporting documents.
- Maintain records and submit reports related to grants and grant opportunities

## Education and Experience

The ideal candidate will have the following qualifications:

- Five-plus years' experience in development (donor/sponsor relations and stewardship)
- Experience in grants and contracts
- Demonstrated excellence in organizational and communication skills
- Familiarity with CanadaHelps
- Strong skills with Microsoft Office Suite
- Highly creative and results-oriented

Bonus Points if you have:

- Major gifts experience
- Grant Professionals Certification (GPC)
- AFP membership (CFRE or ACFRE designation)

## Working Conditions

- Works both in office and in community as required.
- Works a standard work week (Monday-Friday, 37.5 hours) with the understanding that flexibility in scheduling may be required to meet urgent work needs and/or accommodate the ebb and flow of routine work.
- Fast paced and demanding work environment at an agency that provides support services to seniors and older people in Calgary.

## Details

- Full time, Monday – Friday 8:30am – 4:30pm
- \$55,000-\$60,000 annually + benefits

**Please Note:** that Calgary Seniors' Resource Society requires the successful candidate to provide a police information check as a condition of employment.

## Our Staff & Values

**Vision:** Inclusive communities where connection inspires discovery, and ALL people can flourish.

**Mission:** To cultivate, coordinate and provide personalized client-centered supports, services and connections that help older persons on their ageing journey.

Calgary Seniors' staff are Kind, Competent and Dynamic. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment, and resourcefulness; exhibit excellent communication and relational skills;

demonstrate thoughtfulness and intelligence in decision making; and focus on outcomes for older persons facing age-related challenges in our city.

## Next Steps

**Application Deadline is Friday, May 19, 2023 at 4:00 PM**

**Please submit your resume and cover letter to:**

**Joel Sinclair - Director, Stakeholder Engagement**  
[jsinclair@calgaryseniors.org](mailto:jsinclair@calgaryseniors.org)

**We thank all those expressing interest in the role, however, only those selected for interview will be contacted.**