

## Fund Development Coordinator

### Who are we?

The Lloydminster Interval Home Society is a dynamic community-based organization with over 40 years of experience and dedicated passion to develop the lifetimes of well-being and healthy relationships for all. We are an organization who is committed first to support our clients; to “provide safety, support and education by empowering children, youth, adults and communities we serve”. Second to support each other; to come together and live our “**RICH**” values of Respect, Integrity, Compassion and Honesty and to help us achieve Lloydminster Interval Home Society’s goal in ‘**Giving Hope a Space to Grow**’.

### Why choose the Lloydminster Interval Home Society?

The Lloydminster Interval Home Society offers a supportive, healthy work culture, professional development opportunities, a competitive wage with a comprehensive benefit plan, annual performance bonuses, along with annual training and wellness allowances.

### Position Overview

As the **Fund Development Coordinator**, you are responsible to assist and support the implementation of fund development strategies, supporting the growing demands of the Lloydminster Interval Home Society. Your primary focus will be donor relations, LIHS fundraising event coordination, administration of the donor management system, support 3<sup>rd</sup> Party Giving and coordination of annual giving campaigns. With exceptional interpersonal, communication and organizational skills and you will demonstrate the ability to produce high quality and essential work. Prioritizing demands with efficient time management to set and meet deadlines is a must; in addition to being adaptable and open to change while maintaining a positive attitude is expected. In this role you will have a high level of comfort, enthusiasm and confidence creating new and fostering existing relationships with an understanding of philanthropy across the organization and in the community. As the **Fund Development Coordinator** the LIHS will expect you to have the ability to adjust and flex your regular work hours to include the occasional weekend and evening hours to meet the demands of this role.

### Duties and Responsibilities

As the **Fund Development Coordinator** you will:

- Coordinate and implement annual campaigns, events and initiatives related to fund development.
- Assist with the fund development stewardship program.
- Develop and build relationships with stakeholders including donors, sponsors, community groups and organizations.
- Maintain donor management software program (Etapstry a Blackbaud program) and administrative duties related to donor management.
- Develop creative and engaging donor communications and collateral including letters, appeals and updates.
- Coordinate 3<sup>rd</sup> Party Giving.

### Experience

You will have a diploma in a related Business Administration field, accompanied with prior experience and/or education in Human Services. Experience and understanding of fund development process, administrative duties, fundraising, donor relations, and event coordination are essential. Experience with database systems preferably in relation to donor management as well as working knowledge of Microsoft Office (Word & Excel) is an added value to be considered as a selected candidate. Preferences will be given if you have a basic understanding of the issues and impacts of family violence although this is not a requirement for this position.

## Benefits

When working at the Lloydminster Interval Home Society, employees are offered a comfortable and supportive environment, with opportunities for growth and development. Competitive wages are matched with a comprehensive employee benefits program that caters to the needs of staff and their families. Benefits include, but are not limited to the following:

- Comprehensive Health and Dental Benefits Package, including Extended Health Care and Vision Care
- Employee and Family Assistance Program
- Life Insurance and AD&D, Dependent Life
- Short-Term & Long-Term Disability
- Critical Illness Coverage
- Health Spending Account, Professional Development and Employee Recognition.
- Flex Time – 15 days per year
- Vacation – starting at 3 weeks

***If you see yourself as the Fund Development Coordinator and you want to be part of a progressive, dynamic, and well-respected organization, please submit your resume along with a cover letter to employment@lloydintervalhome.com or through the link below by July 9th, 2021.***

Copy and paste link into browser to learn more about our organization and benefits:

<https://intervalhome.org/joinourteam/>

Please NO PHONE CALLS. Only those selected for an interview will be contacted.

***~~Interviews with qualified candidates will be scheduled for July 14 &/or 15 as candidates availability allows.~~***

***~~Application Deadline: July 9, 2021~~ This posting will remain open until a suitable candidate has been selected.***

Job type: Full-time, permanent

***~~Salary: \$21.00 per hour, wage negotiable pending experience and education~~***