

## **Donor Engagement Specialist**

Position Description  
November 2023

### **About EducationMatters:**

#### **Vision:**

Every Calgary Board of Education student, in every grade, will have equitable and barrier-free access to excellent learning opportunities and will complete high school.

#### **Mission:**

Public education is a shared responsibility to support student success. EducationMatters is a charitable trust inspiring and facilitating investment from the community to enhance equity and alleviate barriers for CBE students throughout all grades to complete high school.

#### **Mandate:**

EducationMatters, through its fundraising, and in alignment with the Calgary Board of Education's Education Plan, provides financial grants, scholarships and awards to improve access to learning opportunities, advance equity, and remove barriers to learning for students.

### **Purpose and general accountability:**

Reporting to the Director, Donor & Community Relations, the Donor Engagement Specialist takes the lead on supporting and implementing EducationMatters' giving programs each year. This position is vital in building internal and external relationships with the ultimate responsibility of raising funds to support public education students.

Alongside the Director, Donor & Community Relations and Donor Relations & Communications Officer, the Donor Engagement Specialist will be accountable for coordinating and stewarding direct relationships with potential and existing donors (individual, corporate and foundation).

### **Specific accountabilities:**

#### **Donor Pipeline Development**

The Donor Engagement Specialist is responsible for maintaining and growing the Major Gifts Program and supporting the Annual Giving program each year. This includes developing a viable donor pipeline through:

- Developing new fundraising support for priorities and initiatives that benefit CBE students;
- Researching, identifying, validating, cultivating, soliciting and managing prospects from the identification phase to the stewardship stage;
- Development and submission of grant proposals and funding appeals;
- Keeping the Raisers Edge Database updated with donor activity as applicable;
- Helping to identify Major Gift Prospects for the Director, Donor & Community Engagement;
- Working with the Director, Donor & Community Engagement, Donor Relations & Communications Officer, and Executive Director to avoid duplication of work and best deploy EducationMatters resources to fulfil our vision, mission, and mandate.
- Helping to execute a donor-centered Stewardship Program that ensures long-term meaningful relationships with donors;
- Developing and supporting fundraising and stewardship events as a member of the EducationMatters team.

**Qualifications:**

The ideal candidate is someone who thrives in an innovative small team, who demonstrates strong interpersonal and communication skills involving varied audiences. As you will be working with sensitive data and information you must be committed to always working ethically and operate with integrity in all matters. You should, ideally, also have:

- Post Secondary qualifications in business, community development, or communications, or equivalent skills and work experience in the area of business development;
- Experience in a fund development position; preferably with an education focus;
- Strong administrative, planning, writing, and reporting skills, combining breadth of thought and vision with careful attention to detail;
- Experience utilizing fundraising management software to its full capacity (e.g.: Raisers Edge, FIMS) or familiarity with other CRM databases;
- Skill with Microsoft Office (Microsoft 365 products, Sharepoint, etc.), and the ability to undertake administrative responsibilities (e.g.: the preparation of proposals, grant writing, major documents, public presentations and various correspondence);
- Commitment to the ongoing enhancement of public education, the development of civil society, and the building of sustainable funding that furthers this work;
- Experience planning and implementing charitable fundraising and/or stewardship events will be considered an asset.

**Terms of Employment**

Salary range: \$50,000 - \$65,000; commensurate with training and experience.

Deadline for application: December 31, 2023. Exceptional candidates may be selected for interviews before the application deadline. We encourage interested individuals to submit their application promptly as the position may be filled before the stated deadline.

This is a full-time, permanent position offering a hybrid office/home office work environment and a competitive benefits package. This is a flexible position with many opportunities for innovation and professional growth. All employees must undergo and successfully complete a criminal record check.

EducationMatters values inclusiveness and is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please forward cover letter and resume (PDF or Word versions only please) to EducationMatters:

Email: [resumes@educationmatters.ca](mailto:resumes@educationmatters.ca)

Subject: Donor Engagement Specialist