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Development Specialist Job Posting

Term Position ending March 31, 2019, with possibility of extension.

Our goal is to make this a permanent position as funding allows.

Deadline to apply: August 6, 2018 at 9am

OWC Mission: The Oldman Watershed Council (OWC) is a collaborative forum for all voices, working for watershed health through education, action and stewardship.

Position Description:

The OWC is seeking an outgoing, dynamic leader to manage and implement our Fund Development Strategy. This exciting position requires exceptional people skills and social savvy. The ideal candidate will love talking with people, have a knack for understanding people's passions and want to support clean, clear water for southwest Alberta.

The successful candidate will work full time (36.25 hours/week) from the OWC office in Lethbridge and will receive 3 weeks paid vacation per year. As a small organization, the OWC offers a flexible, friendly work environment with 5 other staff members who will work closely with the Development Specialist to achieve our goals.

Salary: \$69,094 – \$81,350 / year, depending on qualifications and experience.

Qualifications:

- 3+ years of work experience related to fundraising in southern Alberta.
- Proven track-record of previous fundraising campaign success.
- Must be comfortable asking for gifts in person and making cold calls.
- Understanding of Southern Alberta culture and ability to effectively communicate with residents.
- Familiarity with federal and provincial fundraising and non-profit legislation and reporting requirements.
- Proficient with MS Office, Google Apps and ideally eTapestry.
- Excellent writing, listening and speaking skills.
- Demonstrated ability to research and assess potential donors.
- Experience working with volunteers.
- Very well organized and able to manage time and deadlines effectively.
- An appreciation for the environment, familiarity with the local environmental community and understanding of environmental science would be an asset.
- A valid driver's licence and willingness to travel throughout the watershed.
- Willingness to work evenings and weekends as required.

Key Duties and responsibilities:

- Lead The Watershed Fund campaign, develop other campaigns as needed.
- Meet with potential donors and build strong relationships.
- Write grant applications and proposals.
- Showcase donors and campaigns on blog, social media, website, etc.
- Work closely with the Communications Specialist to execute campaign strategy.

- Train staff, Board and Fund Development Committee to assist with fundraising campaigns.
- Ensure proper donor recognition and stewardship and maintain a high level of accountability.
- Maintain a donor database in collaboration with the Office Manager.
- Maintain records and statistics related to performance and achievements.
- Liaise with staff, Board of Directors and volunteers to set goals and report on progress.
- Abide by OWC's policies related to confidentiality, donor recognition, gift acceptance.
- Budget time and funds for fundraising activities based on expected return on investment.
- Other related duties as needed.

Please email your cover letter and resume to OWC's Executive Director, Shannon Frank, at Shannon@oldmanwatershed.ca as one pdf file called "OWC Development Specialist YOUR NAME."

For more information please visit our website www.oldmanwatershed.ca. We thank all applicants that apply, however only those chosen for an interview will be contacted.