



Zebra Child & Youth Advocacy Centre

Philanthropy Coordinator - Full Time Position

The Zebra Child & Youth Advocacy Centre works to provide a collaborative response to child abuse through intervention, advocacy and providing a continuum of support in a child-friendly environment. We are seeking a full-time Philanthropy Coordinator to join our herd. **To apply for this position, please send your cover letter and resume via email to Emmy Stuebing, CEO c/o emmy.stuebing@zebracentre.ca** This position will remain open until a suitable candidate is found.

Position Overview:

Since 2002, the Zebra Child & Youth Advocacy Centre and our Multi-Disciplinary Team of partners have worked to provide a continuum of support for children and youth who have experienced abuse throughout the entire disclosure, investigative, judicial, and healing process.

We count on the community to help support this important work. Therefore, the Zebra Centre wishes to hire a Philanthropy Coordinator to facilitate giving to the Centre and help strengthen our donor relationships. The Philanthropy Coordinator will play an essential role in managing philanthropic support of the Zebra Centre, with primary responsibilities including:

- 1. Major Giving, Sponsorships & Grants:** cultivating major gifts (of \$5,000+), securing sponsorships for events and programs, and researching and preparing grant applications.
- 2. Annual Giving:** growing the annual giving program to strengthen monthly and annual gifts as well as in-kind giving opportunities.
- 3. Signature & Community Events:** liaising with community groups and supporting their third-party events, as well as overseeing the fundraising aspects of our signature Zebra events,
- 4. Donor Stewardship:** ensures Zebra Centre donors are acknowledged, informed and engaged.
- 5. Internal Teams:** works closely and collaboratively with the communications, finance and volunteer teams as well as various partners.

This position is based in the Zebra Centre, located in downtown Edmonton. It is a flexible, full-time schedule working 36.25 hours per week, Monday – Friday, with some evening and weekends as needed. Please note we work with accredited facility dogs on-site.

Qualifications:

The Philanthropy Coordinator will possess the following experiences, knowledge and strengths:

- 3-5 years experience in various areas of fund development.
- Superior customer service and relationship management skills. A people-person!
- A self-starter who is curious, willing to accept direction and feedback.
- Ability to work independently with strong time-management and organizational skills.
- Commitment to maintaining confidentiality and handling sensitive information.
- Excellent verbal and written communication skills. Creativity is a must!
- Flexibility and ability to adapt quickly to change, enjoys working in a fast-paced environment.
- Ability to work collaboratively with staff, volunteers and partners.
- Strong skillset in administrative systems, including a high comfort level with technology.
 - A strong proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook) and donor database platforms would be considered an asset.
- Knowledge of community services and agencies and a demonstrated commitment to community, children and volunteerism.
- Awareness and sensitivity to diversity.
- Strong self-awareness supported by established personal wellness practices.
- Successful passing and maintenance of an Edmonton Police Service Enhanced Security Clearance and a Children's Services Vulnerable Sector Check.

Compensation and Benefits:

This specialized position offers a competitive not-for-profit salary in the range of \$55,000 - \$65,000. In addition to a comprehensive health, dental and life benefits package, the Zebra Child & Youth Advocacy Centre offers an employee RRSP program, underground heated parking, three weeks' annual vacation and two additional mental wellness days per year. Communication tools (cellular telephone, iPad and other tools) provided as required. Compensation commensurate with experience.

The Zebra Child & Youth Advocacy Centre is an equal opportunity employer, committed to building a diverse and accessible facility. We strongly encourage all qualified applicants to apply. Please note that due to a high volume of interested applicants, only successful candidates will be contacted.

Zebra Child & Youth Advocacy Centre

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