

Junior Achievement of Northern Alberta

Role: Fund Development Coordinator

Location: Edmonton, Alberta

About Us:

Junior Achievement (JA) is a non-profit organization committed to empowering young people to achieve economic success by enhancing their financial literacy, work readiness, and entrepreneurial skills. Our educational programs inspire and prepare students for the real world of work and business.

Our Mission:

To inspire and prepare young people to succeed in a global economy.

Our Values:

- Believe in the boundless potential of young people
- Advocate for the impact of relevant hands-on learning
- Teach principled, market-based economics and entrepreneurship that build a more sustainable world
- Approach our work with passion, honesty, integrity and excellence
- Seek out diverse backgrounds, perspectives, and talents in our staff, volunteers and boards to reflect the geographies and communities we serve
- Nurture the power of partnership and collaboration

Position Overview:

As the **Fund Development Coordinator**, you will be key to fueling our mission. You will help support our fundraising efforts and make a real impact! In this role, you'll support different fund development activities and initiatives, helping us to come up with creative ways to boost program investments through donations, sponsorships, and grants, and help us make the most of Salesforce for tracking and managing data. You'll also play a key part in organizing fun and successful fundraising events.

Key Responsibilities:

Donor Database Management:

- Maintain and update the donor database (CRM), ensuring accurate and up-to-date information regarding donors, sponsors, and contributions.
- Track and manage donation agreements and identify renewal opportunities.

- Generate donor and fundraising reports for internal review, campaign analysis, and board presentations.

Donation Processing and Acknowledgment

- Process incoming donations, ensuring that donor details and gift amounts are correctly recorded and reconciled.
- Prepare thank-you letters, tax receipts, and acknowledgments to ensure prompt and accurate donor recognition.

Fundraising and Donor Relations

- Provide administrative support to the fund development team by assisting with scheduling meetings, preparing presentations, and coordinating communications with donors.
- Research and identify potential donors (corporate, individual, and foundations).
- Coordinate donor cultivation activities, including thank-you communications, follow-ups, and impact reporting.

Grant Administration

- Support the grant application process by maintaining a calendar of grant deadlines, ensuring timely submission of applications, and organizing all relevant documentation.
- Assist in gathering data and preparing reports for grant reporting and compliance purposes.

Event Coordination

- Support the planning, coordination, and execution of fundraising events, such as galas, silent auctions, and community outreach activities.
- Manage event logistics, including securing venues, arranging catering, and coordinating volunteers.

In addition to the outlined responsibilities, the Fund Development Coordinator is expected to actively participate in events and opportunities that support the overall mission and goals of Junior Achievement. These additional duties are essential for fostering positive relationships with students, volunteers, schools, and the community at large and contribute to the overall success of JA.

Qualifications and Experience:

- Strong administration and organizational skills to handle multiple tasks, deadlines, and events.
- Excellent interpersonal and communication skills to build and maintain donor relationships.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and contact relationship databases (CRMs) like Salesforce, with strong data management and reporting skills.
- Attention to detail for accurate record-keeping, reporting, and donor acknowledgment.
- Experience coordinating fundraising events, campaigns, or donor outreach efforts.
- Creativity and initiative to identify new fundraising opportunities and improve existing strategies.

Employment Value Proposition and Work Environment:

At Junior Achievement Northern Alberta, we promise the work you do will change lives. We aspire to create a learning environment where we care about each other, have fun and have the supports to reach our greatest potential.

We provide a comprehensive and competitive compensation package that includes:

- A health care spending account and life insurance
- RRSP matching
- Professional development time and spending allowance
- Paid time off for Christmas holidays
- A compressed 35 hour work week

The role is primarily in-office and some out-in-community work.

There is seasonal variation of hours and workload related to fundraising and event requirements. Working evenings and some weekends will be required.

How to Apply:

If you are enthusiastic about empowering the next generation and have the skills and experience to excel in this multifaceted role, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and your passion

for our mission to HRJA@janorthalberta.org with the subject line "Fund Development."

This position requires the successful completion of a criminal background check.

Junior Achievement is an equal opportunity employer. We welcome candidates from all backgrounds to apply.