



**Ronald McDonald  
House Charities®**  
Alberta

## **Fund Development Coordinator Ronald McDonald House Charities® Alberta**

Ronald McDonald House Charities® Alberta (RMHC Alberta) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization offers 69 private family suites in Edmonton, Red Deer and Calgary, as well as operates a state of the art mobile medical clinic called the Ronald McDonald Care Mobile. Our Houses provide a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Reporting to the Regional Manager of Development, the Fund Development Coordinator is responsible for executing fundraising strategies that achieve the financial goals of Ronald McDonald House Charities® Alberta and fulfill our donors' philanthropic interests and passions. As a member of the development team, The Fund Development Coordinator is responsible for facilitating Third Party or Peer to Peer Fundraising and will maintain a portfolio of donor assignments, ensuring deadlines and budgets are observed.

### **Responsibilities:**

Co-ordinate RMHC Alberta staff/volunteer involvement in Third Party Events:

- Support third party fundraising events by:
  - Working closely with your manager to determine appropriate levels of support to Third Party Fundraising based on established criteria
  - Attending community events, as appropriate
  - Build a volunteer base to support the work and identify volunteers to act as brand ambassadors at Third Party events, recruit and train ambassadors for their role, and oversee their assignments
  - Provide volunteer orientations
  - Match volunteer interests with opportunities and needs
  - Continuously identify new volunteer opportunities

Coordinate and carry out the stewardship of an assigned portfolio of prospects and donors

- Ensure donors are acknowledged appropriately and in a timely manner
- Participate in comprehensive plans for identifying, cultivating, and stewarding donors
- Ensure all interactions with donors are properly documented in Raiser's Edge



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- Initiate contact with potential donors and sponsors
- Make solicitations when appropriate
- Maintain stewardship contacts with donors
- Donor portfolio includes, but is not limited to, gifts-in-kind

### **Qualifications:**

- Three years of proven experience as a fundraiser
- Experience in volunteer management
- Familiarity with Raiser's Edge is considered an asset
- Demonstrated ability to work with employees at all levels of the organization
- Demonstrated communication, organization and negotiation skills
- Customer service orientation
- Demonstrated leadership and human resource management skills
- Valid driver's license
- Access to reliable transportation for travel
- Other relevant education and experience may be considered
- Strong communication and interpersonal skills are essential
- Outstanding organizational ability, project management and reporting skills, with focused attention to detail and follow through
- Research skills to identify event opportunities, understand the market, and generate interest
- Self-motivated
- Ability to multi-task and exercise independent judgment while performing job duties
- Ability to be an effective member of a strong development team, as well as to function independently
- High degree of professionalism and sensitivity to confidential information
- Strong computer and information management skills preferred

This position is full-time with some work required outside of regular office hours. This position is based out of our Edmonton location. RMHC Alberta offers a well-rounded compensation package as well as a great team environment.

Please submit resume with cover letter quoting the position title "**Fund Development Coordinator**" to [hr@rmhcna.org](mailto:hr@rmhcna.org). We would like to thank all applicants; however only those selected for an interview will be contacted.