



EXTERNAL JOB POSTING

Fundraiser Project Consultant (6 MONTH FULL-TIME PROJECT CONTRACT)

The Grande Spirit Foundation (GSF) is recruiting for an exceptional *Fundraiser Project Consultant* to join this fast paced non-for-profit organization. This six-month contract shall be based out of the Pleasant View Lodge site situated out of Spirit River, AB where this amazing, cozy community is located only 45 minutes north of Grande Prairie, AB.

Some of the responsibilities in this new and exciting contract shall be:

- identify, approach, and securing potential sponsors support, and donors.
- develop and maintain relationships with donors.
- create and maintain donor database.
- plan and execute fundraising campaigns and activities.
- conduct research and write proposals.
- account for and track donations.
- create and maintain financial reports.
- gather information for grant proposals.
- prepare budgets and financial reports; and maintain donor records and files.

The ideal candidate shall be motivated, professional, and organized and have a passion for research. Grande Spirit Foundation shall expect this role to identify with the organization's mission and to have an exceptional drive for furthering our fundraising efforts as well as strategizing and delivering on new ones.

Minimum Qualifications:

- Post-secondary education in business, communication, marketing/fundraising or related fields
- Three years of experience with budgeting and reporting of fundraising activities
- A combination of post-secondary education and experience will be considered.
- Must be able to travel to Grande Spirit Foundation's head office in Grande Prairie for in-person meetings from time to time.
- Experience working in a not-for-profit sector is a strong asset.
- Proven success in building revenue and increasing charitable support.
- Proven success with donor prospecting and relationship management.
- Exceptional experience with public speaking, communications, and the ability to represent the organization in various settings at public events.
- Self-motivated and a self-starter with an outgoing personality
- Excellent time management and organizational skills
- Proven success in balancing priorities while managing multiple tasks while planning events.
- Must be able to work well in a team environment and independently.
- Experienced in Microsoft Office 365 along with being proficient using Adobe Acrobat Pro and the Internet.
- Prerequisite: Valid driver's license and reliable transportation.
- Prerequisite: Successfully complete a Criminal Record Check
- First Aid and CPR certification is an asset.
- A genuine interest and empathy for the care of senior citizens, low-income families, and individuals

WAGE/SALARY:

Negotiable for the right candidate

(Grande Spirit Foundation provides **AMAZING INCENTIVES** such as Competitive Compensation and a Progressive and Innovative work environment.)

OFFICE LOCATION (based):

Pleasant View Lodge, Spirit River, AB.

HOURS OF WORK:

8 am to 4 pm; Monday to Friday

(start and finish times may vary depending on projects.)

Looking for an amazing career that positively affects so many people and their communities? Are you someone who has excellent use of the power of communication to inspire and engage those around you?

Interested? HR@grandespirit.org

(Grande Spirit Foundation 9505 – 102 Avenue, Grande Prairie, AB T8V 7G9)