



Development Officer

About the Wildrose Party:

Wildrose is a party that puts the needs of everyday Albertans first. We rely on the common sense and wisdom of Albertans to develop our policies, choose our candidates, and set the direction for our party. We look forward to engaging with people as we put forward new ideas for Alberta that put Albertans first.

Position Overview:

Working out of our Calgary office, the Development Officer will execute the strategic approach to fundraising for the Wildrose Party, which will include major gifts and annual giving programs such as direct mail, e-solicitation, telephone program and social media fundraising

Primary Duties and Responsibilities:

The Development Officer will perform some or all of the following duties:

Plan fund development activities

- Collaborate with the Executive Director to create a fund development plan, with relation to the Wildrose, which increases revenues to support the strategic direction of the Party
- Implement the fund development plan for the Wildrose in accordance with ethical fundraising principles
- Monitor trends in the community or region and adapt fundraising strategies as necessary

Organize fund development activities

- Manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Work with the developed policies and procedures for the Wildrose which reflect ethical fundraising practices
- Identify and develop individual donors and prospects for the Party
- Manage the relationship with third-party fundraisers
- Administration of a Wildrose donor database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations

Manage fund development budget



- Develop and gain approval for an annual income and expenditure budget for the Wildrose fund development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising

Promote the Party

- Foster an understanding of philanthropy within the Party
- Collaborate with the Executive Director to develop a comprehensive communication plan to promote the Party to its donors and maximize public awareness of the fundraising activities of the Party
- Coordinate the distribution of marketing and communication materials for development efforts
- Build relationships with community stakeholders to advance the mission and fundraising goals of the Party

Qualifications:

Education

- University degree
- CFRE preferred

Experience

- 3 to 5 years of fund raising experience

Knowledge, skills and abilities

- Knowledge of fundraising management
- Knowledge of federal and provincial legislation affecting political parties

Proficiency in the use of a computer for:

- Microsoft Office
- CRM Databases (NationBuilder experience would be an asset)
- Social media

Personal characteristics

The Development Officer should demonstrate competence in some or all of the following:



- Creativity/Innovation: Develop new and unique ways to improve the finances of the Party and to create new opportunities
- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the Party.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Party.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the Party parameters.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance Party effectiveness.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Follow strategies to move the Party forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Interested applicants are asked to submit a resume and cover letter to hr@wildrose.ca by Wednesday, March 15, 2017. We would like to thank all applicants, however, only those selected for an interview will be contacted. Wildrose is an equal opportunity employer.