



JOB POSTING:
RESOURCE DEVELOPMENT ASSOCIATE
(PERMANENT FULL-TIME: 5 DAYS/35 HOURS PER WEEK)

SONSHINE COMMUNITY SERVICES MISSION STATEMENT:

"Motivated by our Christian faith, our mission is to help women and children transform their lives."

Sonshine Community Services is a charitable organization bringing hope and healing to families in need for more than 40 years. We envision a community where women and children live safely in healthy families.

We are a multi-services organization:

- The Sonshine Centre is a residential shelter serving women and children fleeing family violence and abuse. The Centre is an integral part of Calgary's collaborative response to domestic violence, housing women with and without children who are at a high risk for serious injury or fatality.
- The Children's Centre is the first licensed full-time children's Centre of its kind in Canada. It meets the unique needs of children who have experienced domestic violence or other forms of emotional trauma.
- Sonshine Community Counselling exists to support individuals to build health within families and relationships. We offer ethical, client-centered and trustworthy counselling to community members, with the intent of removing barriers to access to professional counselling.
- Sonshine Family Day Homes provides home-based childcare throughout the city of Calgary. Our home-based programs are inclusive, regulated, safe and caring.

PURPOSE OF THE POSITION:

The Resource Development Associate supports the Annual Resource Development Plan by supporting all fundraising efforts, coordinating, and maintaining the agency's communication platforms to guarantee consistency in messaging and community engagement, pursuing funding opportunity through fundraising research.

This position qualifies for health benefits and the salary will be commensurate with experience.

DUTIES AND RESPONSIBILITIES:

Resource Development:

- Support the achievement of operational fundraising goals.
- Maintain and update donor database.
- Issue tax receipts.
- Compile monthly data, reports, and statistics for the program.
- Monthly financial reconciliation.
- Reply to general enquiries via phone or email.
- Fundraising research and compiling of data on prospects.
- Organizing and tracking fundraising events to expand funding opportunities.
- Research, support and build tools for third-party event opportunities.
- Consistently apply Sonshine's Donor Stewardship Matrix.
- Submit accurate timesheet and request for time off in the HR System.



- Adopt a Suite Program: Coordinate the program in collaboration with Resource Development Team.
- *Adopt a Family Program*: Coordinate the program in collaboration with Resource Development Team.
- Donations in kind: Solicit as needed in coordination with Resource Development Team.

Communication:

- Grant research and supporting the creation of compelling grant proposals.
- Work in consultation with the Director of Resource Development to develop, implement and evaluate internal and external communication.
- Communicating with donors and sponsors to maintain strong relationships to ensure continued donations.
- Coordinate website administration and manage social media platforms.
- Experience developing social media content such as graphics, videos, and social media campaigns.
- Support external communications with media, community partners, stakeholder groups and donors.
- Write and design monthly e-newsletters.
- Write and manage advertisements on a variety of platforms, such as Google ads and community newsletters.
- Write solicitation and thank you letters.

QUALIFICATIONS AND SKILLS:

- A minimum of post-secondary Diploma in a related field.
- Business Administration or Non-profit Management Certificate preferred.
- 2+ years' experience in fundraising-focused position.
- Minimum two years' experience in an administrative capacity.
- Experience working in a non-profit agency an asset
- Experience with a donor management software, specifically Donor Perfect, is an asset
- Team player who can build and maintain relationships.
- Excellent writing and creative skills.
- Highly organized individual with excellent oral communication skills
- Experience and comfort with providing virtual and in-person presentations and/or tours
- Excellent attention to details.
- Ability to manage competing deadlines and multiple projects at once.
- Highly developed interpersonal skills.
- Able to work outside of regular office hours when needed.

REQUIREMENTS:

- Current Police and Vulnerable Sector Check (completed within the last 6 months)
- Current Child Intervention Record Check (completed within the last 6 months)
- Must be able to provide 2 professional references



PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO THE EMAIL BELOW.

APPLICATION DEADLINE: OPEN UNTIL FILLED

Bridget Obafemi
HR Director
Sonshine Community Services
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Calgary, AB T3C 3W2
Email: hr@sonshine.ca

Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.