



## About Kindred

At Kindred, we're convinced the key to living well is healthy relationships with self, family, and others. But relationships are complicated and sometimes we find ourselves in vulnerable places, disconnected from those who matter most.

Kindred's purpose is to realize the power of human connection, and it shapes everything we do. Whether nuclear or chosen, family is the most important relationship in a person's life. So, we invest in the special bond between children and those that care for them. We provide road maps toward healing when essential relationships are ruptured. And we understand that accessing timely mental health support can inspire confidence in self and others. Healthy human connection is possible, and together we can realize it.

## The Position

Job Title: Fund Development Associate

Job Type: Permanent, Full-time

Work Arrangement: On-site, office-based role

## Position Overview

Reporting to the Manager of Community Relations, the Fund Development Associate plays a key role in advancing the financial sustainability and growth of Kindred's programs, services, and strategic initiatives. Working as part of the Community Relations team, this role supports a variety of fund development activities and contributes to broader community engagement efforts. A key deliverable will be to meet fund development targets as set out by the Manager, Community Relations, based on the agency's annual budget and strategic plan. This includes ownership of a portfolio comprised of entry to mid-level donors. Success in this role requires a strong understanding of donor engagement best practices, and a collaborative, proactive approach. The ideal candidate will have prior experience working within the charitable or not-for-profit sector and a demonstrated track record of involvement in diverse fundraising initiatives. They are a clear communicator, relationship-focused, and motivated by purpose-driven work.

## Accountabilities

### Fundraising

- Manage and maintain a portfolio of potential and existing donors including scholarship donors, service clubs and entry-mid level donors. Management of this portfolio includes:
  - Online research for prospecting
  - Networking and providing presentations about agency services and identifying opportunities for collaboration with external partners



- Ensuring timely and accurate donor reporting, thank you communications and fulfilment of stated donor/sponsor benefits
  - Exemplary relationship-building and stewardship for entry-mid level donors
  - Making asks (in-person, written, over the phone and via digital communications) within own assigned portfolio to contribute to financial goal/results
  - Tracking and reporting on fundraising progress to the Manager, Community Relations
- Manage the execution of Kindred's scholarship program which includes:
  - Liaising with agency programs on scholarship opportunities
  - Maintaining communication flow of criteria and reporting requirements
  - Ensuring timely and relevant reports and updates are provided to scholarship donors
  - Collaborating with communications team to ensure recognition aligns with agency's Donor stewardship strategy
- Support with maintaining our DonorPerfect donor database (data entry, data integrity, reporting).
- Support with managing gifts-in-kind inquiries from gift acceptance to logistics to tax receipting
- Collaborate with the Community Relations team and key stakeholders (when necessary) in assisting with all functions of fund development that supports Kindred's fundraising initiatives and goals. This includes donor events and campaigns.
- Support with coordination of writing funding proposals, interim reports and final reports up to and including drafting documents as needed
- Support the management of successful grants to ensure Kindred/UP adheres to all grant obligations and requirements.

### **Volunteer Management**

- Support program staff with the implementation of the agency's Volunteer Strategy:
  - Maintenance of volunteer management processes that align with industry best practices and accreditation
  - Build capacity in program staff to properly execute all volunteer processes including coordinating volunteers for program-specific events, data-tracking for continuous processes evolutions and volunteer recognition initiatives
  - Work with communications team to market opportunities to the general public
  - Coordinate volunteers for agency-wide events when deemed necessary
  - Collaboration with program team to align overall volunteer activities with fundraising goals
- Support the implementation of the agency's Corporate Engagement Strategy

### **Organizational Collaboration and Professional Development**

- Participate in team meetings and organization committees to strengthen collaboration across divisions
- Lead a philanthropic culture across the agency that integrates Community Relations and other divisions/teams of the organization to achieve fundraising goals
- Participate in training and other professional development opportunities
- Document processes for business continuity and institutional memory
- Other duties as required



## Qualifications

### Education and Experience

- Bachelor's degree in communications, marketing, business or a related field or equivalent educational background required
- 3-5 years of business development experience, preferably in a non-profit environment and within the scope of fund development
- Relevant certifications (e.g. CFRE in fundraising) or coursework in philanthropy, donor relations, or grant writing is considered an asset
- The Core Brain Story Certification through The Alberta Family Wellness Initiative is an asset

### Knowledge, Skills and Abilities

- Exemplary interpersonal and communication skills, including presentation, public speaking and writing;
- Ability to work collaboratively with various stakeholders (internal and external);
- Strong organizational skills and the ability to juggle multiple timelines and deadlines;
- Consistent, reliable and detail oriented;
- Capacity and drive for innovation, critical thinking and problem solving;
- Research and analytical skills;
- Strong sense of accountability, commitment towards measuring outcomes and ability to work in a results-oriented culture
- Comfortable making fundraising asks and discussing the organization's mission passionately
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and donor database software
- Customer-service oriented mindset toward donors and volunteers

### Characteristics

- Embodies Kindred's purpose (connection!) as demonstrated by prioritizing, embracing, and thriving in the work through strong relationships internally and externally
- Strong personal alignment with the Kindred values: compassion, courage, family, excellence, and humility

## How to Apply:

Interested candidates are invited to apply on the Kindred career site with a **Cover letter** and **Resume**. The application will remain open until a suitable candidate is found. We thank all applicants for your interest in this position. Please note, only candidates selected for an interview will be contacted.

Successful applicants for this Position must complete **Police Information Check** and **Alberta Intervention Record Check**.

Kindred offers a competitive benefits package, which includes health, dental, paid sick/personal days, generous vacation time, life insurance, AD&D, supplemental unemployment benefits plan, long-term disability, and group RRSP with employer matched contributions. We also offer on-going learning and development opportunities, and we hold employee appreciation and social events throughout the year.



The need for human connection is universal. At Kindred, we believe that everyone deserves to experience belonging regardless of where you come from, who you love, how much money you have or how you choose to pray. By embracing diversity of culture, race, religion, ability, sexual orientation, gender identity, and thought, Kindred is committed to ensuring there is space for you. Kindred approaches its diversity, equity, and inclusion journey with curiosity and humility. We commit to creating a safe and inclusive environment for our staff, clients and anyone we have the privilege of being in connection with.