



**Mission** Empowering Teen Parents to Succeed  
**Vision** Teen Parent Families Thrive and Enrich our Community  
**Job ID** 21-001TERRA

## Capital Campaign Officer

As a non-profit organization that has been serving pregnant and parenting teens in Edmonton for over 45 years Terra is recognized for its leadership, innovation and collaboration. Annually more than 1,000 young parents and their children benefit from a comprehensive range of services. Through the compassionate work of the staff, we help parents and children to develop and reach their full potential by recognizing and responding to their unique and individual needs. Terra Centre staff are guided by the Code of Honour which supports, respects, and celebrates our families and staff (<https://terracentre.ca/what-is-terra/careers/>). If you share our values and support our mission and vision please consider joining our team.

**Job Overview:** This position will work in conjunction with the Executive Director and Board of Directors to realize the fundraising goal of \$3.5M for a building recently purchased that will serve as the new home for Terra. Create and execute the fundraising strategy in conjunction with the Capital Campaign Committee and the Terra board of directors. This role will work closely with the agency Resource Development team to ensure campaign activities are aligned to and help support the agency's overall fund development and external communications strategies

Essential to the success of the candidate will be the ability and aptitude to work collaboratively with volunteers and agency leadership staff as part of a team and the ability to thrive in a dynamic environment where challenges are met positively.

**Job Conditions:** This is a 2 year full time contract position working 37.5 hours/week. Flexible hours are required. The position is based out of the downtown office located at 9930-106 Street.

### Key Responsibilities:

- Develop overall campaign strategy to achieve fundraising goal
- Conduct research and identify prospects, individuals, corporate and foundations
- Develop and execute meaningful cultivation strategies for donors and prospects
- Conduct donor information meetings; prepare briefings, document outcomes
- Complete grant proposals
- Create effective campaign materials, cases for support, presentation and solicitation materials
- Manage all documentation and data that is relevant to the strategy
- Track all donor, prospect and moves management information in Raiser's Edge
- Create volunteer roles and responsibilities
- Prepare leadership volunteers for solicitation calls



**Qualifications:**

- 7-10 years' experience in fundraising with an emphasis on capital campaign and proven track record of securing major gifts
- University degree in Business Administration, or an acceptable combination of education and progressively responsible experience
- Demonstrated knowledge of MS Office, expertise with advanced functions in Excel and Raiser Edge
- Experience with prospect research, major gift solicitation and preparing grant applications

**Knowledge and Abilities:**

- Proven ability to develop meaningful relationships with a variety of donors and stakeholders
- Demonstrated ability to work as a team player and to facilitate and mobilize support.
- Self directed with the ability to prioritize and assume personal responsibility for deliverables
- Superior time management skills, multitasking skills, and the ability to prioritize tasks
- Proficient writer; both business and creative
- Previous experience in handling confidential and sensitive information.
- Ability to meet deadlines.
- Strong records management skills using a variety of tools
- Professional, responsive, and positive work attitude
- Inclusive, appreciates and encourages diversity and welcoming in nature

**Other requirements:**

- A valid driver's license and a reliable vehicle
- Ability to work flexible hours
- Clear Criminal Record Check and Child Intervention Check that are dated within 90 Days of the start date

**Diversity**

Terra has intentional practices in place to achieve fairness in employment and create a diverse workforce. No person will be denied employment opportunities or benefits for reasons unrelated to their abilities. Recruitment and advancement will not discriminate on the grounds of any protected characteristics under Alberta Human Rights or Canadian Human Rights legislation. Individuals will be recruited to positions based on their skills, qualifications and attributes required for employment and alignment to agency core values.

**Salary:** Compensation is commensurate with experience. Please state compensation expectations in your cover letter.

**To Apply:** Please email your résumé and cover letter to: Human Resources, [hr@careersforcommunity.ca](mailto:hr@careersforcommunity.ca). Please include 21-001TERRA - Capital Campaign Officer in the subject line of the email.



**Closing Date:** Until Suitable Candidate is Found