



Kids Kottage Foundation

Fund Development Coordinator – 1.0 FTE

Are you passionate about seeing a community where no child is at risk? Bring that passion to Kids Kottage Foundation!

About us:

Kids Kottage Foundation, established in 1995, is a non-profit organization dedicated to providing a safe and nurturing environment for children when families encounter a crisis and need help to cope with and overcome their challenges.

The Crisis Nursery provides 24-hour care, typically 1-3 days period, for up to 12 children under the age of 11 when their parents are faced with emergencies such as a health crisis, unsafe housing or homelessness, family violence, lack of utilities, legal crisis, or overwhelming parental stress and have no other alternate care for their children.

Our mission is to ensure children are safe and receive the care they deserve when their families are in a crisis and provide caregivers with the appropriate resources, they need to support them to mitigate the crisis and build resiliency.

The Opportunity:

Kids Kottage Foundation is recruiting a full-time Fund Development Coordinator. Reporting to the Development Director, the Fund Development Coordinator ensures that the organization's existing fundraising efforts are carried out efficiently, fostering positive donor relationships and supporting financial sustainability. This position is ideal for a detail-oriented individual who thrives in executing and maintaining structured fundraising initiatives.

Essential Duties and Responsibilities:

- Executes and maintains established fundraising initiatives to support the financial sustainability of the organization.
- Implements existing fundraising plans, manages donor relations, coordinates fundraising events, and ensures that funding processes are carried out effectively.
- Works closely with leadership, volunteers, and stakeholders to meet fundraising targets while following the organization's established strategies and guidelines.
- Monitors and reports on the performance of fundraising initiatives, identifying areas for improvement.



- Tracks event expenses and revenue, ensuring budget adherence.
- Ensures compliance with fundraising laws and ethical standards.
- Represents the organization at networking events as needed. Maintain relationships with existing corporate sponsors and funding partners.
- Work with the communications team to execute approved social media and marketing efforts related to fundraising.
- Supports sponsorship fulfillment, ensuring agreed-upon benefits are delivered. Assist in preparing sponsorship reports and renewal requests using standardized templates.

Qualifications:

- Bachelor's degree or diploma in fundraising, nonprofit management, communications, or a related field.
- Experience in fundraising, donor relations, event coordination, or nonprofit administration.

Knowledge, Skills and Abilities:

- Strong organizational and administrative skills.
- Excellent written and verbal communication abilities.
- Proficiency in donor management software and fundraising platforms.
- Ability to follow structured fundraising plans and maintain established processes.
- Knowledge of nonprofit fundraising regulations and best practices.
- An understanding of the public nature of fund development work and the need to protect the Foundation's reputation in the community in personal conduct both offline and online.
- An entrepreneurial, flexible, and resourceful spirit.
- A sense of humor.

Work Requirements:

- This position is based out of Kids Kottage Foundation Administration Office with allowance for hybrid work from home and in the community.
- Must be willing and able to work some weekends, evenings, and early mornings.
- Valid Alberta Driver's license with auto insurance verification.

Salary Range:

\$45,000 - \$60,000 annually, depending on education and experience.

Benefits:

After completion of a probationary period, we additionally offer a comprehensive, competitive, extended health benefits package.



Application Deadline:

Wednesday April 30, 2025

How to Apply:

For the opportunity to join Kids Kottage Foundation, please fill out the application form on our website: <https://kidskottage.org/get-involved/career-opportunities/>

****We appreciate the interest of all applicants. However, we will only contact those selected for an interview. ****

Screening Criteria:

Any candidate offered a position may be required to pass pre-employment screenings as mandated by Kids Kottage Foundation. These screenings include a criminal record check with vulnerable sector check and child intervention record check.