



## Development Officer

### EducationMatters

EducationMatters is a non-profit foundation that was established in 2003 as a public trust for the Calgary Board of Education (CBE). A strong public education system is the cornerstone of a healthy and vibrant community. The best public education happens when the community participates in its development to ensure that disadvantaged students succeed in school and that every student is prepared for adult life. Our supporters make educational enhancement programs possible in the Calgary Board of Education and provide student awards to ensure that Calgary students have the opportunity to achieve more.

### Vision

Every Calgary Board of Education student, in every grade, will have equitable and barrier-free access to excellent learning opportunities and will complete high school.

### Job Description

EducationMatters seeks a Development Officer who will be an important member of our team.

Reporting to the Executive Director, the Development Officer will be responsible for community and school outreach as well as writing funding applications and organizing events related to fundraising.

This individual will work with other members of the fundraising team to reach the goals set in our annual plans.

The successful candidate will be required to complete a Police Check.

### Key Responsibilities

- Developing a Community and School Outreach strategy along with the Executive Director.
- Planning and executing all events including stewardship, fundraising, peer-to-peer and third-party events.
- Building relationships and engaging with community members and groups to raise money for EducationMatters.
- Writing funding applications.
- Helping with stewardship of our current and lapsed donors.
- Working with our staff and volunteer teams to reach our annual fundraising goals.

## Key Attributes of a Successful Candidate

- Have an undergraduate degree and at least five years of fundraising experience.
- Be a strong relationship builder and communicator.
- Have experience in event coordination and execution.
- Have experience in working with community groups and associations on their fundraising efforts.
- Have experience writing grant applications.
- Be a self starter who can work well with a team and independently.
- Preferably have experience in the area of education or child-focused non-profits.
- Have a background in fundraising best practices.
- Have experience in working with donor databases for managing donor and solicitation records, specifically with Blackbaud products – Raiser’s Edge and Financial Edge.

## Compensation

EducationMatters provides competitive compensation including a comprehensive benefits package.

## Application Deadline

November 20, 2024.

## Application Submission

Please send application materials (resume, cover letter and salary expectations) to

kanthony@educationmatters.ca.