

# Fund Development Specialist



## **FUND DEVELOPMENT SPECIALIST RESPONSIBILITIES INCLUDE:**

- Developing and implementing fundraising strategies aligned with organizational priorities.
- Building and maintaining relationships with donors, sponsors, Indigenous communities, and community partners.
- Planning and executing fundraising campaigns, appeals, and events across urban, rural, and northern communities.
- Preparing grant applications and funding proposals for provincial, territorial, federal, and foundation funders.
- Tracking, analyzing, and reporting on fundraising performance and donor engagement.

## **JOB BRIEF**

We are looking for a Fund Development Specialist to support the Alzheimer Society's mission by generating sustainable revenue to fund programs and services in [Jurisdiction].

In this role, you will cultivate donor and partner relationships, coordinate fundraising initiatives, and secure funding from individuals, corporations, foundations, and government sources. You will work closely with internal teams to ensure fundraising efforts reflect regional needs, cultural awareness, and community impact.

Ultimately, you will help ensure the long-term sustainability of programs and services that support people living with Alzheimer's disease and other dementias, as well as their care partners, across diverse and geographically dispersed communities.

## **RESPONSIBILITIES**

- Develop and implement annual fund development plans that reflect regional priorities in [Jurisdiction].
- Identify, cultivate, solicit, and steward individual, corporate, foundation, and government donors.
- Build respectful and collaborative relationships with Indigenous communities, local organizations, and regional partners. Plan, coordinate, and execute

- fundraising campaigns, direct mail appeals, online giving initiatives, and special events.
- Research and prepare grant proposals, funding applications, and reports for municipal, provincial, territorial, federal, and private funders.
  - Collaborate with program, communications, and finance teams to align messaging, budgets, and impact reporting.
  - Maintain accurate donor records and generate reports using a donor database or CRM system.
  - Track fundraising metrics, revenue forecasts, and return on investment.
  - Ensure compliance with CRA charitable regulations, donor privacy legislation (e.g., PIPEDA), and ethical fundraising standards.
  - Acknowledge and steward donors through timely communications and recognition activities.
  - Represent the Alzheimer Society at community events, conferences, and networking opportunities.
  - Stay informed about fundraising trends, funding opportunities, and best practices within the Canadian non-profit sector.

## REQUIREMENTS

- Proven work experience in fund development, fundraising, or donor relations within a Canadian non-profit or charitable organization.
- Demonstrated success in meeting fundraising targets and managing multiple revenue streams.
- Experience with donor databases, CRM systems, and online fundraising platforms.
- Strong written and verbal communication skills, including grant and proposal writing.
- Excellent relationship-building and interpersonal skills, with cultural awareness and sensitivity.
- Ability to manage multiple projects, deadlines, and competing priorities.
- High level of professionalism, confidentiality, and attention to detail.
- Knowledge of CRA charitable compliance, donor receipting, and privacy legislation.
- Post-secondary degree or diploma in Fundraising, Communications, Marketing, Business, or a related field.
- CFRE designation or progress toward certification is considered an asset.
- Valid driver's licence and willingness to travel within [Jurisdiction], as required.
- Passion for supporting people living with dementia, their care partners, and northern and rural communities.