



Supporting children and adults with an intellectual disability for 60+ years

Job Title	Fund Development and Meeting Coordinator
Reports to	Executive Assistant

Inclusion Alberta, as a family advocacy organization, is committed to providing individuals with intellectual disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

We are seeking a professional with excellent organizational, communication (written and verbal) and inter-personal skills to help coordinate fund development activities and other meetings and events.

Duties and Responsibilities:

- Strong working knowledge of donor databases (i.e. Donor Perfect), donor profiles, donor histories, contact management and gift follow-up.
- Develop communication materials in collaboration with the Communications Coordinator (e.g. appeal letters, donor correspondence, sponsorship, etc.).
- Coordinating meetings and events including space, attendance, catering, AV, travel and accommodations.
- Other administrative meeting support including but not limited to Conferences, workshops, staff meetings, and board meetings.
- Other duties as assigned.

Qualifications:

- A deep abiding commitment to inclusion.
- Excellent organizational, communication and interpersonal skills.
- Exceptional time-management and planning skills.
- Strong attention to detail is required.
- Ability to handle data confidentially.
- Ability to work independently and collaboratively.
- Personal integrity and the ability to build strong relationships between donors, external contacts, and colleagues at all levels of the organization.
- Experience with Microsoft Office suite.
- Experience organizing meetings and events.



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Working Conditions:

This position will be located in Edmonton. Candidates will require a vehicle to travel within the Edmonton area. There will be occasional travel throughout Alberta.

This position is a **full-time one year term position with the possibility of renewal**, with a salary commensurate with experience. Only candidates selected for interviews will be contacted. Competition closes when a suitable candidate is found.

Please forward your resume and cover letter with the subject line “**Fund Development and Meeting Coordinator**” to Lucas Ward, Human Resources Coordinator at lward@inclusionalbarta.org

Inclusion Alberta is committed to being a welcoming, inclusive, diverse, respectful, and equitable workplace. We welcome applications from all qualified persons, and encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, and persons of all sexual orientations, gender identities and gender expressions to apply.