

Fund Development Assistant

Position Overview:

We are currently recruiting for the position of Fund Development Assistant. This position is a permanent 2 day/week with a starting salary between \$13,600 and \$14,800 depending on education and experience with eligibility for benefits after three (3) months of continuous employment.

The Fund Development Assistant will provide administrative assistance to the Fund Development Manager helping with day to day activities of the Fund Development Program.

Responsibilities:

This position is responsible for a myriad of duties including:

- assisting with third party and in-house special events
- overseeing the coordination of various mail-outs including the newsletter and annual report
- assisting with donor correspondence, developing written proposals and on-line applications for prospects under \$5,000
- assisting with the development of an e-philanthropy strategy
- tracking and identifying prospects
- assisting with donor stewardship program
- other related duties as determined by the Fund Development Manager.

Qualifications:

The preferred applicant will have post secondary education in special events or fundraising, 2-5 years special events experience, preferably in a non-profit/volunteer environment and proficient in Microsoft Office Suite.

Preference will be given to someone who is well organized with strong planning skills; a person who is detail oriented and possesses excellent time management and computer skills. The successful candidate must demonstrate initiative and be able to work efficiently either independently or in a team environment. A results oriented person with the ability to work well under pressure and coordinate competing priorities will do well in this position. The position also requires someone who is available to work early mornings or evenings, when required.

Please forward resumes to:
Executive Director
Association for the Rehabilitation of the Brain Injured (ARBI)
3412 Spruce Drive SW
Calgary, AB T3C 3A4
Fax 403 242-7478 Email infor@arbi.ca
No Phone Calls Please

The Association for the Rehabilitation of the Brain Injured is an equal opportunity employer. We thank all applicants for their interest; however only suitable candidates will be contacted.