



## **ASSISTANT DIRECTOR**

### ***Endowment Development, Grant Making and Community Initiatives***

Someone who is a dynamic, community-minded individual with exceptional skills in:

***Leadership and Community Development***

***Communication***

***Engagement with diverse groups***

**This could be your dream job!**

Reporting to the Executive Director, your primary responsibilities include:

- Implementation and evaluation of our endowment development and granting programs
- Leading community initiatives, including research and data collection (Vital Signs, Vital Conversations)
- Supporting public awareness and marketing activities
- Supervision and support to our Rural Community Funds staff and volunteers
- Working collaboratively with board directors, committee members

Your qualifications:

- Post-secondary diploma or degree in Marketing, Communications, Journalism, Business Management or related Human Services field
- Two years related experience
- Exceptional communication, interpersonal, organizational and computer skills

The Community Foundation of Southeastern Alberta builds permanently endowed charitable funds for the changing needs and opportunities of the region, makes responsible and forward-thinking grants and provides leadership that contributes to the health and vitality of southeastern Alberta.

If you want to be part of a ***super star team that is all about positive impact***, send a cover letter and your resume to:

Chris Christie, Executive Director  
Community Foundation of Southeastern Alberta  
#104, 430 – 6<sup>th</sup> Avenue SE  
Medicine Hat, AB T1A 2S8

[chris@cfsea.ca](mailto:chris@cfsea.ca)

403.527.9038

**Apply by: Friday, June 14, 2019**