



**COMMUNITY FUND COORDINATOR**  
**Prairie Crocus Community Fund**

*October 1, 2021 to April 30, 2022*  
*\*to cover a maternity leave*

(0.25 FTE)  
Special Areas 2, 3 & MD of Acadia

In Fall 2018, three community funds were established to serve the charitable needs of specific geographical regions within Southeastern Alberta. These permanent funds or endowments have been established by local residents and enable the community to “give where you live.” They are operating using the Community Foundation’s charitable status, administration, and financial supports.

Reporting to and working closely with the Advisory Committee and the Executive Director, the Prairie Crocus Community Fund Coordinator will be responsible for implementing and evaluating events and activities outlined in the Endowment Development Plan with the ultimate goal of building a sustainable local rural fund in Special Areas 2, 3, and the MD of Acadia.

If you want to be part of a charity ***that is all about positive impact***, please submit a cover letter and resume to [niki@cfsea.ca](mailto:niki@cfsea.ca) by 12:00 pm September 27, 2021.

Niki Gray, Acting Executive Director  
Community Foundation of Southeastern Alberta  
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*Full job description available at [www.cfsea.ca](http://www.cfsea.ca)*

**Vibrant, healthy, caring, communities – Today, Tomorrow, Forever!**



## JOB DESCRIPTION

### Rural Community Fund Coordinator

The Community Foundation of Southeastern Alberta serves the region by building permanently endowed charitable funds for the changing needs and opportunities of the community, making grants, and providing leadership that contributes to the health and vitality of the community. It is a public foundation governed by a Board of Directors.

Reporting to and working closely with the Community Fund Advisory Committee (CFAC) and the Executive Director (ED), the Rural Community Fund Coordinator (RCFC) will be responsible for implementing and evaluating events and activities outlined in the Endowment Development Plan with the ultimate goal of building a sustainable local rural fund in their community and surrounding area.

#### Duties and Responsibilities

##### Endowment Development:

- Contribute to and help implement plans to engage stakeholders and volunteers
- Develop and maintain ongoing relationships with donors – individuals, businesses and corporations
- Develop project schedules and timelines for events
- Participate in the development and implementation of the communications and marketing plans for each strategy and event
- Ensure data regarding stakeholders and events on the Foundation database is current and accurate, including all data entry and information updates
- Conduct preliminary community scan/consultation with annual updates/surveys, track and evaluate marketing activities and social media analytics; revise as necessary

##### Grant Making:

- Coordinates an annual grant giving program with local priorities set by the RCFSC
- Helps to ensure diverse representation on the grants committee
- Helps to ensure transparent and fair evaluation practices for determining successful grant applications
- Evaluates the success of the grant programs in terms of diversity and awareness

##### Other:

- Provide a monthly progress report to the advisory committee and the Executive Director
- Other duties as assigned

## Knowledge and Skills

- Research, evaluation, and critical thinking skills
- Public speaking skills and comfortable working with groups, (small and large)
- Expertise in the development, organization, administration and execution of special events and keeping pre and post event details
- Strong interpersonal skills in establishing successful working relationships both internally and externally
- Ability to identify and implement improvement strategies and best practices
- Excellent oral and written communication skills
- Proficiency in the use of all Microsoft Office applications and working knowledge of donor database systems
- Strong organizational (time management), analytical, and problem solving skills
- Ability to multi-task, manage and meet tight deadlines
- Must be able to work well independently and as a member of a team

## Qualifications and Experience

- Minimum completion of a post-secondary diploma/degree in communications, public relations or marketing or a related field; bachelor degree preferred
- Possesses superior skills in the area of community organization and development
- Demonstrates extensive knowledge of and connections within their community
- Marketing and/or media relations experience is an asset
- Proven ability to establish effective working relationships with management and boards

## Hours of Work and Remuneration

This position is covered by legislated benefits (EI, CPP), vacation (as per current Human Resource Policies), health benefits and statutory holidays. The RCFC is expected to deal professionally and effectively with the volume of work characteristic of managing important programs in a growing community foundation. This requires a strong work ethic and a willingness to conduct activities outside the office environment as well as outside the office working hours.

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**Employee Signature**

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**Date**

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**Signature of Immediate Supervisor**

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**Date**

**Developed: January 24, 2018**

**Revised:**

Original to: Personnel/Employee File