

## **Annual Fund Development Coordinator**

Providence University College & Theological Seminary is a leading Canadian Christian university located just 25 minutes south of Winnipeg. The diverse Providence community is led by dedicated Christian faculty and staff who are committed to helping students deepen their faith, grow in knowledge and skills and develop lifelong connections.

Reporting to the Vice President External Relations, the **Annual Fund Development Coordinator** is responsible for strategic planning, execution, and management of Providence's annual gifts program and other development-related initiatives.

### **The Position:**

- Develop strategies in which to obtain annual dollar and donor goals.
- Compose and distribute appeal letters, contact campaign leadership, collect and maintain data coordination using Raiser's Edge.
- Provide leadership and assistance to fund-raising events.
- Provide direction to the strategic prospecting, solicitation and stewardship to various donors and scholarships.
- Produce well-written, professionally-presented proposals, solicitations, and correspondence.
- Coordinate website content as it relates to fund initiatives.
- Cultivate and maintain relationships with existing and potential donors.

### **The Qualifications:**

- Relevant Bachelor degree and a minimum 3 years' experience in fund development or an equivalent combination of education and experience.
- Proficient in MS Office and fundraising database.
- Experience in fundraising, event management, and/or sales positions is an asset.

### **The Requirements:**

- A commitment to a personal relationship with Jesus Christ.
- Exceptional communication and interpersonal skills.
- Commitment to ethical fundraising principles and practices.
- Independent multi-tasker.
- Innovative thinker and visionary.
- Ability to handle confidential information and navigate sensitive situations.
- Strong organizational and time management skills with attention to detail and quality assurance.
- Ability to multi-task, prioritize and meet deadlines.

View our website for a detailed position description at: <http://www.prov.ca/why-providence/meet-providence/join-our-team/>.

**The Providence Statement of Faith and Covenant of Faith Community Life must be agreed to and signed as a condition of employment.**

To apply, submit a Cover Letter and Resume by email to:  
Samantha Groenendijk, Vice President External Relations  
c/o Marlin Reimer, Human Resources Manager  
Email: [hr@prov.ca](mailto:hr@prov.ca)