



TRADE WINDS
TO SUCCESS

OPPORTUNITY PROFILE

Fund Development Officer



THE ORGANIZATION

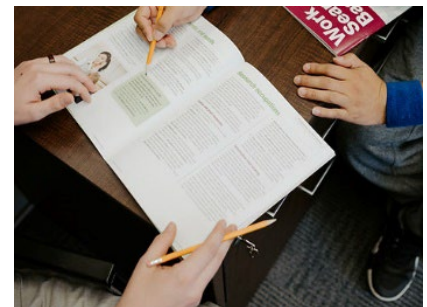
Trade Winds To Success was established in 2005 by the Joint Training Trust Fund and is partnered with Indigenous community organizations and government funding agencies to provide First Nation, Metis, and Inuit people an opportunity to receive pre-trades training and shop experience in the following construction trades:

Carpenter, Electrician, Ironworker, Industrial Mechanic (Millwright), Plumber, Steamfitter-Pipefitter, and Welder.

Our pre-trades training program is free to participants and has become the best screening tool for employers because of our empowerment of participants to be ready, willing, and able to work. Participants complete our program with the relevant knowledge, training, safety tickets, Personal Protective Equipment, and support.

Our Vision - To be Alberta's premier construction pre-trades training program for Indigenous people.

Our Mission - Trade Winds to Success provides pre-trades training and support to Indigenous people in Alberta, to secure employment and journeyman status in the construction trades, leading to economic self-sufficiency.





THE OPPORTUNITY

Reporting to the Executive Director, the Fund Development Officer will actively seek funds and other donations to advance the work of Trade Winds to Success.

Key Roles & Responsibilities

- Collaborate with the Executive Director and management team to create a fundraising development plan which increases revenues to support the strategic priorities of the organization.
- Work with the Executive Director and management team to:
 - Develop a comprehensive communications plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
 - Prepare or oversee the development of high-quality donor communications materials that demonstrate deep knowledge of the organization's programs and promote its mission, (e.g. solicitation materials, thank you letters).
- Develop compelling proposals, reports, budgets, and other grant materials, and corporate fundraising.
- Manage all deadlines, workflows, and project plans for fundraising activities including:
 - Internal timelines for collection of information
 - Timely completion schedules
 - Projection of successful achievement of funding requests
- Implement fundraising activities:
 - Using ethical fundraising principles.
 - Oversee the planning and execution of special fundraising events specified in a fundraising development plan.
- Work with staff to track grant deliverables.
- Actively seek to deepen current donor relationships and develop new ones.
- Monitor and report the progress of the fundraising development plan.
- Research, evaluate, and recommend new fundraising opportunities and tactics in alignment with the organization's values, strategic priorities, and program work.
- Track and maintain accurate and up-to-date donor and fundraising database or tracking spreadsheet.
- Perform other duties as required.



THE PERSON

Qualifications & Education Requirements

- Experience with Not-for-profit grant writing and individual giving programs and managing government grants and contracts.
- A solid understanding of budgets as they relate to proposals and grants for Not-for profit organizations.
- Proficient in MS Office 365.
- Strong interpersonal and communication skills.
- Demonstrated ability to think critically and solve problems.
- Strong interpersonal and communication skills.
- Experience working in Indigenous communities/and with Indigenous clients.

Knowledge, Skills & Attributes

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Analytical/Critical Thinking – Analyzes problems in context of organizational goals. Strong ability to analyze complex information and data and develop and deliver solutions and recommendations.

Organizational Skills – Has well-developed project management skills; can plan, manage, facilitate, and participate in numerous projects at once. Meets deadlines and can prioritize a diverse workload. Approaches responsibilities with a high degree of energy and passion.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Collaborative – Has an honest, open, consistent approach to working with others; possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Communication – Clearly presents written and verbal information and writes with clarity and purpose; communicates effectively in both positive as well as negative circumstances; listens well.

Client-Focused – Anticipates, responds, and attends to the needs of colleagues and clients, and other internal and external stakeholders of the organization; keeps the client interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact: Wendy Romanko or Olesia Linkevych

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