



**JA**  
**Northern**  
**Alberta**

Member of  
JA Canada

**OPPORTUNITY PROFILE**  
**Senior Development Officer**

# Junior Achievement of Northern Alberta

## **Inspire. Empower. Connect.**

At Junior Achievement of Northern Alberta (JA), we believe in the boundless potential of young people. Every day, we help students discover what's possible through hands-on learning in entrepreneurship, financial literacy, and work readiness.

As part of a global network reaching over 12 million students each year, JA Northern Alberta delivers programs that ignite curiosity, confidence, and capability in the next generation of innovators and business leaders.

Now, we're looking for a driven, well-connected Senior Development Officer to champion JA's mission by securing transformational gifts and expanding community support for Alberta's most impactful youth entrepreneurship programs.

## The Opportunity

The Senior Development Officer is a results-driven fundraiser responsible for identifying, cultivating, and securing significant financial contributions for JA. This role emphasizes leveraging personal and professional networks to attract new supporters and secure major and transformational gifts from individuals, corporations, and foundations.

Reporting to the Director of Development, the Senior Development Officer plays a key role in driving substantial revenue growth, expanding JA's donor base and strengthening relationships with supporters to help achieve fundraising goals.

You'll thrive in this role if you're a natural relationship-builder who is passionate about financial literacy and empowering the next generation.

## Key Roles & Responsibilities

### **Major Donor Cultivation and Solicitation**

- Build, manage, and grow a personal portfolio of major gift prospects, including individuals, corporations, and family foundations capable of giving at significant levels.
- Initiate and lead high-impact, face-to-face solicitations that result in substantial financial commitments.
- Create customized cultivation and stewardship strategies for each prospect to deepen their connection with JA's mission and programs.

- Prepare compelling proposals, donor briefings, and presentations to inspire transformational giving.
- Conduct donor research to identify potential major gift prospects and develop engagement plans.

### **Strategic Growth**

- Develop and implement a strategic major gifts plan that drives annual and multi-year fundraising growth.
- Collaborate with the Director of Development to set ambitious but achievable revenue targets, track progress, and adjust strategies as needed.

### **Data Management and Reporting**

- Maintain accurate records of donor interactions, solicitations, and outcomes.
- Prepare regular progress reports and portfolio analyses for the Director of Development and the executive team
- Monitor key performance indicators such as portfolio activity, donor retention, and gift conversion rates
- Monitor metrics for donor engagement, gift size, and revenue generation to ensure accountability and transparency.

### **Collaboration and Organizational Engagement**

- Work with JA leadership, staff, and board members to identify and engage potential major donors.
- Participate in JA events, donor recognition programs, and community engagements to enhance visibility and connection with stakeholders.
- Work closely with the JA leadership team, staff, and board to align major gift priorities with organizational objectives.
- Represent JA at key community events and networking opportunities to expand awareness and donor relationships.

### **Budget and Compliance**

- Assist in the development of the annual fundraising budget for the major gifts program.
- Ensure compliance with ethical fundraising standards and relevant legislation.

## The Person

### Qualifications & Education Requirements

- Proven track record of securing five- and six-figure gifts from individuals, corporations, or foundations.
- Strong network of community and business relationships with the confidence to leverage them effectively.
- Exceptional interpersonal and communication skills with a persuasive, donor-centred approach.
- Entrepreneurial mindset with the drive to proactively pursue new opportunities and close major gifts.
- Ability to manage multiple relationships and priorities in a fast-paced, results-driven environment.

### 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.

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

**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.

**Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting-edge programs/processes.

**Effective Working Relationships** – Treats colleagues, staff, and customers with respect; resolves conflicts respectfully and promptly; negotiates effectively; provides effective feedback to colleagues/employees.

**Influential and 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.

**Client-Focused** – Anticipates, responds to, and attends to the needs of colleagues, clients, and other internal and external stakeholders, keeping client interests at the forefront.

## Compensation

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

## Express Your Enthusiasm

*Leaders' International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri or Deepthi Koshy** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

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