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Alzheimer
Society

ALBERTA AND
NORTHWEST TERRITORIES

OPPORTUNITY PROFILE
Director of Development



About Alzheimer Society of Alberta and Northwest Territories

What We Do

The Alzheimer Society of Alberta and Northwest Territories is dedicated to changing the face of dementia and improving the quality of life for those affected. Serving communities across Alberta and the Northwest Territories, the Society provides a comprehensive network of education and support for people living with dementia and their care partners, builds strong partnerships with health professionals and community organizations, and advances research focused on treatments that enhance quality of life. While there is currently no known cause or cure for Alzheimer's disease or other dementias, there remains hope in building a better tomorrow.

As of 2020, an estimated 52,000 people in Alberta were living with dementia, 61.2% of whom were female. This number is projected to more than double by 2050, reaching approximately 200,900, with the same gender distribution.

In parallel, the number of unpaid dementia care partners in Alberta was estimated at 30,300 in 2020, providing approximately 40.1 million hours of care annually. By 2050, this is expected to rise to 118,200 care partners delivering an estimated 161.4 million hours of care each year. The 2020 level of unpaid care is equivalent to the work of approximately 23,000 health care aides.

The Society's programs and services encompass:

- First Link®
- Individual care planning consultations
- Individual and group support
- Seeds of Hope learning series
- Onsite information and community referrals
- Public education and information
- “Hope For Dementia” – online community for individuals affected by dementia
- Urban/Rural programming
- Support for Young Onset Dementia (YOD)
- Specific programs to support Palliative aspects of disease progression
- Programs that support targeted cultural communities
- Funding of Alberta-based peer review research



The Society has recently received a multi-year, multi-million-dollar commitment from the Government of Alberta to support pilot initiatives in several targeted areas aligned with its strategic plan. This funding will further their work in:

- Cultural communities
- Rural support of People Living With Dementia (PLWD)
- Dementia Supportive Communities (modelled on Canadian and UK initiatives)
- Palliative approach to caring with PLWD

The Society is also currently in active discussions regarding an additional grant to support individuals living with Young Onset Dementia.

The Society is deeply committed to fostering equity, both as an employer and in the delivery of its services, ensuring that individuals and communities—including those in rural and remote areas such as the Northwest Territories (NWT)—have access to the support and opportunities they need to thrive

Our Vision

Each person living with dementia, and those who support them, can thrive as we focus on providing care today while working toward a cure for tomorrow.

Our Mission

The Alzheimer Society of Alberta and Northwest Territories raises awareness of Alzheimer's disease and other dementias; alleviates the personal and social consequences of the disease; provides education and support programs; and promotes and funds research into the cause, prevention, and cure.

To learn more about Alzheimer's Society of Alberta and Northwest Territories, visit alzheimer.ca/ab/



The Role: Director of Development

Reporting to the President & Chief Executive Officer (CEO), the Director of Development is the senior leader responsible for revenue generation development at the Alzheimer Society of Alberta and Northwest Territories, overseeing all key fundraising streams, including individual giving, foundations, corporate partnerships, and government funding.

As the leader of the Philanthropy team, the Director of Development contributes to the Society's overall leadership and strategic direction, including active participation in annual budgeting and strategic planning processes. This role is accountable for the philanthropy team's success and for the development and execution of annual fundraising plans aligned with the Society's short- and long-term financial goals.

Working in close partnership with the CEO, the Director of Development determines fundraising priorities, establishes revenue targets and budgets, and leads strategies and activities that advance organizational sustainability, team performance, and individual development—ensuring philanthropy efforts meaningfully support the Society's mission and impact.

Key Responsibilities

Fundraising and Stewardship

- In consultation with key stakeholders and staff, develop and implement a comprehensive fundraising strategy and framework, including a review of current practices and the future direction of fund development for the Society
- Lead the design and execution of new and existing fundraising strategies, including annual campaigns, events, major and planned giving, and capital campaigns, from concept through evaluation

- Establish and implement fundraising policies and procedures aligned with ethical standards and best practices
- Build an integrated development program across major gifts, planned giving, and annual giving, with clear targets and performance metrics
- Oversee the identification, cultivation, and advancement of major gift prospects from individuals, foundations, and corporate partners
- Lead donor acquisition and relationship development at all levels, with a particular focus on corporate and event sponsorships
- Strengthen and expand corporate programs, including sponsorships, partnerships, matching gifts, volunteer engagement, third-party events, and memorial giving
- Oversee grant development and stewardship, including research, partner engagement, and alignment with organizational priorities
- Ensure the completion and coordination of estate and planned giving documentation in collaboration with legal and professional advisors
- Lead the development of new fundraising events that clearly communicate the organization's mission and impact
- Ensure training and collaboration with Client Services to identify and advance philanthropic opportunities with clients and stakeholders
- Oversee the preparation and delivery of funding proposals and presentations across the Society's regions

Donor Communications and Analytics

- Oversee and contribute to the development of customized communication, proposal, gift agreement, planned giving, and stewardship materials, to meet the needs of the Society and major donors
- Lead the development of content for annual reports, marketing collateral, newsletters, and other communications, and produce meaningful impact reports that demonstrate program success.
- Establish effective practices for accurate tracking and reporting of key donor indicators
- Ensure the creation of clear, relevant fundraising literature for distribution to donors and the public and establish effective practices for accurate tracking and reporting of key donor indicators
- Leverage the donor database and community networks to identify and research new major gift prospects, cultivate existing relationships, and advance them toward solicitation
- Oversee and support the infrastructure of the database as it relates to donor management



Leadership

- As part of the Senior Leadership Team, play an active role in shaping the organization's multi-year strategic and operational planning
- Coach, mentor, and support the Philanthropy team to achieve the Society's objectives and to strengthen individual performance
- Lead the annual fund development planning with staff for integration into operational and strategic plans
- Approve invoices, timesheets and expense claims using appropriate authority guidelines
- Participate in recruitment and staffing discussions, as appropriate
- Demonstrate financial acumen in managing budgets, developing proposals, reporting financial results, and developing targeted monthly forecasting

The Director of Development is also expected to:

- Embrace, champion, and model the vision, mission, and values of the Alzheimer Society of Alberta and Northwest Territories
- Actively protect and enhance the reputation, credibility, and public trust of the Society
- Promote, foster, and strengthen teamwork and collaboration across the organization
- Commit to ongoing professional growth and leadership development by participating in relevant education, training, workshops, and conferences
- Comply with all organizational health, safety, and workplace policies and protocols
- Undertake other duties, projects, and initiatives of a similar nature as required to support the success of the role and the organization

The Person

Qualifications & Education Requirements

- Post-secondary education in a related field and/or an equivalent combination of education and experience
- Minimum ten years of progressive business development experience in a non-profit charitable organization
- Professional designation or membership, such as the Association of Fundraising Professionals (AFP), the Canadian Association of Gift Planners (CAGP), or a similar professional fundraising organization, is an asset
- Knowledge of best practices as they relate to fundraising
- Knowledgeable of Canada Revenue Agency legislation and guidelines for registered charities and the donor standards of Imagine Canada
- Proven ability to function effectively at the senior/executive management level
- Strong leadership, strategic thinking, organizational planning, and budgeting skills
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Awareness of applicable federal and provincial legislation relevant to the activities of a registered charitable organization providing community-based health services.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Ability to communicate a vision and obtain buy-in from others; promotes teamwork and a collaborative work environment
- Demonstrates high ethical standards and an honest, respectful, and consistent approach to working with people
- Has a high degree of personal and professional integrity
- Effective at building positive relationships with staff and partnerships with stakeholders at all levels; professional in all dealings with internal and external stakeholders
- Advanced critical thinking skills with a creative and innovative approach to problem-solving
- Proficiency in the use of computer programs, including the Microsoft Office Suite and donor management systems.

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 a cover letter and resume (PDF or Word document only) to **Ardyce Kouri** or **Olesia Linkevych** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

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