

## Fundraising Director

### COMPANY DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

### DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the Fundraising Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association, the Fundraising Director will provide leadership on fundraising strategies and oversight of budgets to achieve annual fundraising goals.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

### RESPONSIBILITIES

- Chair the fundraising committee.
- Attend and prepare for Board meetings to discuss key issues and provide strategic guidance and governance on fundraising topics to the Board of Directors.
- Be a fundraising visionary and provide leadership for the fundraising strategy and program.
- Be a fundraising ambassador and cultivate connections with other private and professional networks to support the organization's NHCA fundraising initiatives.
- Collaborate with committees and office staff to prepare and approve budget targets.
- Ensure that the fundraising program has the resources to meet the organization's revenue generating goals.
- Oversee various activities and programs that result from the Fund Development Committee.
- Participate in fundraising or special events hosted by the organization or by others in the community in support of the organization.
- Any additional fundraising tasks that need to be addressed.

### REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Previous volunteer or professional experience in fundraising and community fundraising initiatives.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



@northernhillscalgary



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@northernhills

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*Serving Country Hills, Country Hills Village, Coventry Hills,  
Harvest Hills and Panorama Hills*

- Well-developed project management skills with strong attention to detail and demonstrated time management skills.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficient in MS Office 365.

### BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.

### APPLICATION

Submit your application with your resume, cover letter and qualifications to [volunteer@nhca.ca](mailto:volunteer@nhca.ca).

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*

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