



Fund Development & Community Relations Associate

Simon House Residence Society (operating as Simon House Recovery Centre)

Simon House is recruiting for a **Fund Development & Community Relations Associate** who is passionate about making a difference in the lives of adult men who are experiencing alcohol and drug addiction. Success in this position will facilitate the delivery of the highest quality of addiction treatment, care, instruction and therapy to each client and team through effective fund development initiatives and creative grant writing.

Position Summary: This full-time position is performed under the direction of the Chief Administrative Officer, and will also work closely with the President & CEO, as well as the Board's Fund Development Committee. This position is responsible for the duties outlined below in the areas of Leadership, Fund Development, Grant Applications and Community Relations. These duties are described further below.

Leadership

- Model Simon House's Core Values of compassion, acceptance, respect, integrity, accountability and innovation in all interactions
- Lead by example in personal conduct with the goal of fostering an environment of open communication, trust and accountability
- Ensure cultural sensitivity, competence and inclusion in practice and procedures

Fund Development

- Coordinate all aspects of a comprehensive fundraising program including major gifts, fundraising events (internal & third party), direct mail, online giving, planned giving, donor stewardship and any related marketing and communication requirements
- Create and oversee the execution of an annual and multiyear fundraising program plan and budgets, and provide professional, timely and high quality support to the CEO and the Board's fundraising and donor stewardship activities
- Proactively identify, cultivate, solicit and steward a personal portfolio of donor prospects, including individuals, corporations, foundations, community groups and granting organizations/agencies
- Deliver fundraising and communications best practice policy and procedural guidance and support to the CEO and, as applicable, Board, Board Committees, Alumni and other internal stakeholders ensuring high quality information management and administrative processes

Grant Applications

- Identify opportunities within both the government and community for grants to support various initiatives at Simon House
- Write and submit grant applications ensuring thoroughness and accuracy
- Complete and submit all required grant reporting in a timely manner



Community Relations

- Liaising with Marketing/Communications contractor
- Developing and coordinating the organization's marketing/communications program including social media
- Responsible for the organization's website – both content and updates, as well as insuring that it is operating as intended
- Responsible for the organization's newsletters and annual report
- Represent Simon House at various local and provincial events

Qualifications & Competencies

- CFRE certification or equivalent is required as well as an undergraduate degree in business, marketing or related discipline
- High degree of professionalism and ethical practice
- Proven track record of raising funds, especially in the not for profit sector
- Strong working knowledge of fundraising, donor relations, trends and best practices
- You have a strong understanding of, and can ensure compliance with, AFP's Code of Ethical Principles and Standards, the Government of Alberta's Charitable Fundraising Act, Imagine Canada's Standard Program and CRA regulations
- Superior communication, organizational and analytical skills
- Knowledge of community agencies/resources currently available is desirable

Simon House has been a leader in men's residential addiction treatment since 1984. We seek to guide and empowers men to achieve long term recovery from addiction and all of its effects. We acknowledge that the effects of addiction are wide reaching, and this person will aid in healing communities to which our residents return.

Email your application including cover letter and resume to Lauren Rouse at lrouse@simonhouse.com The closing date for applications is November 15, 2021. Please include your salary expectations in your cover letter. Members of Indigenous community, LGBTQ2S + members, and all other minority groups are strongly encouraged to apply.

Note: Simon House is governed by the AHS **IMMUNIZATION OF WORKERS FOR COVID-19 Policy** requiring all employees to be FULLY VACCINATED by November 30, 2021.