



Job Posting for Community Engagement Specialist

The Today Family Violence Help Centre provides a single point of entry to comprehensive services for those impacted by family violence in Edmonton and area. The Today Family Violence Help Centre uses an integrated service delivery model which requires partnerships with service providers to ensure a collaborative, coordinated community response for those impacted by family violence.

We are currently looking for an experienced individual to fill a **Community Engagement Specialist** position to start immediately. This position will initially begin at 4 days per week (30 hours per week) with the possibility of increasing to 37.5 hours per week. With the support of the Executive Director, the successful candidate will be responsible for providing leadership for all aspects of fund development activities, including the coordination and participation in events to promote the Today Family Violence Help Centre. With the intent to engage the general public, prospective donors, volunteers and community stakeholders, the ideal candidate will have experience in marketing, communications, event planning, social media and creating successful campaigns that will help ensure the long-term financial sustainability of Today Centre.

The ideal candidate would possess the following qualifications:

- Minimum post-secondary degree related to marketing, public relations, communications, or business is preferred. Other qualifications combining related education and progressively responsible work experience will be considered.
- Minimum of 5 years' experience in fund development with expertise and knowledge of diverse fundraising programs and strategies;
- Successful development and leadership of operational campaigns;
- Demonstrated experience organizing special events;
- Knowledge of local community investors (individuals and businesses);
- Current knowledge related to working with local media outlets;
- Demonstrated understanding of philanthropy and the not-for-profit sector;
- Excellent written and oral communication skills;
- Experience in drafting investor e-newsletter and other correspondence;
- Fluent in the use of Microsoft Office software, Mail Chimp and social media platforms;
- Strong database experience is essential. Must have a strong ability to analyse data and use information to advance fund development program forward;
- Exceptional time management skills with the ability to meet strict deadlines and manage multiple priorities simultaneously;
- Willingness to work flexible and varied hours, including occasional evenings and weekends as required;
- Must have a current Class 5 Alberta Government Operators Licence and reliable vehicle;
- CFRE certification or membership in the Association of Fundraising Professionals is an asset.
- Police Security Clearance check and Children Services Intervention Record check

Qualified candidates may forward their detailed resume and cover letter by **May 9, 2019** to:

Cindy Furlong, Executive Director
17724 102 Avenue
Edmonton, AB T5S 1H5

info@thetodaycentre.ca

Today Family Violence Help Centre is committed to hiring practices that support diversity, equity and inclusions. All qualified candidates are encouraged to apply.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Today Centre is a Pride certified Safe Space.