



BISSELL CENTRE

Position: Resource Development Coordinator/ **Terms:** Full time permanent / **Location:** Edmonton / **Salary:** commensurate with education & experience / **Closing Date:** Wednesday January 13, 2010

Abstract: Bissell Centre is a nonprofit community resource centre providing support to people living in poverty within a vision of neighbour helping neighbour.

Resource Development Coordinator: The Resource Development Coordinator is responsible supporting the fund development strategies with a focus on developing, implementing, and coordinating in-kind partnerships to secure and retain mission critical in-kind resources, including food and hard goods. Bissell Centre manages approximately \$1.5M of in-kind donations annually. Other responsibilities include: donor stewardship, grants & proposals, and support to special events and management of the @EASE database.

Education/Experience: Post secondary education in related area along with a minimum of 1 years of demonstrated fund development experience is essential. A combination of education and experience will be considered. Certification in fundraising is an asset.

Skills & Abilities: Excellent written and verbal communication and interpersonal skills
• Knowledge and experience in donor stewardship best practices • Strong team building and teamwork experience • Strong computer (Microsoft Office) and database skills (@EASE preferred) • Self-starter with an internal sense of direction – results-oriented • Knowledge/experience in poverty, homelessness and Edmonton's urban core a plus.

PLUS: Ability to prioritize work, work independently and demonstrate initiative. Builds and maintains positive and productive relationships throughout the organization, and with Bissell Centre stakeholders.

TO APPLY - Submit resume in confidence, including cover letter to:

Jane Hirst, Director of Community Engagement & Education
Bissell Centre, 10527-96 Street NW, Edmonton, AB T5H 2H6
Email: jhirst@bissellcentre.org Fax: **780.429.7908**