

# THE ANGLICAN PARISH OF CHRIST CHURCH, CALGARY

## Ministry Description

- Position Title:* Development Officer
- Purpose of Position:* The Development Officer, working in consultation with the Rector and lay leaders, coordinates all aspects of stewardship education and fundraising in the parish, including planned giving, annual giving, major gift appeals and capital campaigns.
- Supervisor:* Day to day supervision provided by the Rector.  
Formal supervision and performance appraisals by the Board of Management and their delegates
- Key Working Relationships:* Rector, Treasurer, Envelope Secretary, Executive Secretary, Chair of Stewardship Committee, Chair of Endowment Trustees
- Related Groups/Cttees:* Staff, Stewardship Committee, Endowment Trustees, Board of Management, Parish Council
- Duties and Responsibilities:*
- Develop and implement a vigorous planned giving program
  - Oversees and provides necessary staff support for the annual stewardship campaign
  - Plan, supervise and conduct major gift appeals
  - Oversees capital campaigns and capital campaign stewardship programs as needed
  - Meet (separate) minimum performance benchmarks in each fund raising program
  - Provide input into the annual budgeting process
  - Provides a continuing program of stewardship education
  - Donor research, cultivation, relations/appreciation, and reporting
  - Tracks pledge renewals and income, and provides appropriate follow-up
  - Communications – prepares and/or edits high quality print and web materials, including case materials, brochures, pledge cards, weekly envelopes, etc.
  - Training of stewardship and campaign volunteers
- Qualifications:*
- At least five (5) years experience as a fund raiser, preferably in a not for profit environment
  - CFRE designation preferred (in hand, or in progress)
  - Adherence to AFP Codes of Ethics and Professional Standards
  - Appreciation for distinction between Christian stewardship and secular fund raising

*Complexities of Position*

The Development Officer must be able to balance and negotiate competing demands from within the parish for donor resources. The ability to keep confidences is essential.

*Terms of Employment:*

This is a half time position (17.5 hrs per week on average), with a two-year employment term. Employment renewal will be considered. Weekly workloads will vary seasonally. Annual vacation is three weeks plus statutory holidays. Employment terms will be defined in an employment contract.

*Applications*

Please send resume and covering letter to [chrichur@telus.net](mailto:chrichur@telus.net) by May 30, 2010, Attention: Ms Suzan Pedersen.