

# Calgary Police Foundation

## Director of Resource Development Profile

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Job Title: Director of Resource Development  
Reports To: Executive Director, Calgary Police Foundation  
Annual Compensation: Includes comprehensive benefits package  
Location: 5111 – 47 Street NE Calgary, AB T3J 3R2  
Hours of Work: Monday to Friday: 40 hours per week (ability to work flexible hours)

### Job Summary:

The Director of Resource Development is responsible for all fundraising initiatives and activities of the Calgary Police Foundation. S/he develops, maintains and stewards relationships with new and existing donors and supporters. Participates in strategic planning and budgeting initiatives in addition to problem solving. Works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

### Essential Functions of the Director of Resource Development:

- Serves as the principal fundraising officer for the Calgary Police Foundation.
- Responsible for the oversight, planning and implementation of a comprehensive fundraising program that secures the significant financial resources from individuals, foundations, corporations and others to support the Calgary Police Foundation's overall agenda.
- Manages all major gift functions, which include principal (\$50,000+) gifts, planned giving, donor prospecting and research, grant writing and special one or multi-year fundraising programs.
- Actively participates in all fundraising activities.
- Identifies and manages nominations for Awards (for example: AFP, Calgary Police Commission, City of Calgary and Alberta Justice).
- Works with other senior program staff to establish fundraising goals and is accountable for these goals. Motivates and coordinates the efforts of staff in the identification, cultivation, solicitation and stewardship of donors.
- Understands and complies with all Calgary Police Foundation gift-related policies and procedures, and ensures ethical compliance, as defined by the Association for Fundraising Professionals and CRA.
- Reports to the Executive Director.

## **Knowledge & Skills:**

- A minimum of ten years fundraising experience.
- Business planning experience a plus.
- Expert knowledge of current and evolving trends in major-gifts giving and solicitation and fundraising campaigns.
- Experience in presenting to and working with a Board of Directors.
- Experience working with a co-branded partner.
- Proven success in working in a team environment.
- Proven success in asking for and closing major gifts.
- Proven success in building and maintaining long-term relationships with major individual donors, foundations, service groups and corporations.
- Proven ability to design, implement and direct fundraising projects, setting deadlines and ensuring program accountability.
- Proven ability to think strategically, creating competitive and breakthrough strategies and plans for the organization.
- Broad financial responsibility includes setting and meeting fundraising objectives, evaluating results and developing corrective strategies as needed.
- Extraordinary communications and presentation skills, ability to persuasively convey the Calgary Police Foundation's mission to diverse groups, including donors, corporate and foundation executives, board members, and others critical to the Calgary Police Foundation's overall success.
- Ability to work independently while at the same time having the ability to inspire, motivate and persuade others, rallying them to achieve the goals and objectives of the Foundation.
- Ability to be flexible – change tactics midstream to respond to the situation and opportunities at hand without deviating from the Calgary Police Foundation's programs and goals.

To apply: Please send a cover letter, resume, annual compensation expectations and references to: Marla Cohen at [foundation@calgarypolice.ca](mailto:foundation@calgarypolice.ca).

## **Calgary Police Foundation:**

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**OUR PURPOSE:** *Safe kids, safe families, safe Calgary*

**OUR PROMISE:** *Committed to keeping children safe and strong.*

**OUR MANDATE:** *The Calgary Police Foundation is an independent entity that partners exclusively with the Calgary Police Service. Together it supports carefully selected community initiatives to prevent children and youth from victimization and engaging in criminal activity. This is achieved by focusing on education, early intervention and prevention programs which are not funded by traditional government sources.*

***Together, we are helping youth by changing lives... and saving lives.***