



**EDMONTON EPILEPSY ASSOCIATION FUNDRAISING SPECIALIST
PART-TIME CONTRACTOR POSITION**

*Applications can be emailed to info@edmontonepilepsy.org until
12:00 noon on November 3, 2025.*

Applicants will send their Curriculum Vitae alongside a cover letter.

*Only applicants who are deemed qualified for the position will be
called for a follow up interview. We thank everyone for their interest.*

Job Overview

Welcome to our detailed job description page for the **Fundraising Specialist** for the EEA role, where passion meets philanthropy. In today's dynamic nonprofit sector, the right expertise can transform charitable initiatives into impactful, sustainable programs.

Our registered charity, in operations since 1960, thrives on the dedication and ingenuity of professionals who bring innovative fundraising strategies to life, ensuring that our mission, to Empower People Who Live with Epilepsy in our region (north of Red Deer- Northern Alberta) not only survives but flourishes. We are proud of our strength and resilience over the last six and a half decades, to have remained independent, as we fund our operations through casino fundraising, campaigns throughout the year, donations, sponsorships and grants for specific projects. It is our plan to maintain that independence while growing stronger financial support that secures our future operations and supports our strategic planning.

As a **Fundraising Specialist in a part-time role**, you will be at the forefront of driving financial growth and cultivating donor relationships that are vital to our cause. This role demands a blend of strategic planning, creativity, and hands-on execution, making it perfect for those who are as comfortable analyzing financial reports as they are inspiring a community to give generously. As an established fundraiser in this field, this comprehensive outline will provide you with a clear understanding of what it takes to excel in this essential position.

Explore the specifics of the **Fundraising Ninja** part-time role and discover how your unique skills can contribute to our mission. If you are ready to make a tangible difference and take your career to the next level, you are in the right place. As a contractor for the EEA, you will bring to the table your well-versed set of knowledge, expertise, skills and excellent strategies to support the EEA sustainability goals.



Responsibilities & Duties

*In this role, you will take the **lead in shaping and executing comprehensive fundraising strategies** that fuel the EEA's vision, mission and values. Your day-to-day contractual work (in this part-time role) will involve **identifying and researching potential donor bases and funding sources, nurturing meaningful relationships** with both current and prospective supporters. You will be at the **heart of organizing and coordinating engaging fundraising events and activities, crafting compelling grant proposals, and preparing insightful reports** to track progress and impact. A key part of your role will be to **analyze fundraising data critically**, allowing you to refine strategies and ensure continued success. You'll also play a vital role in **mentoring and training volunteers**, equipping them with effective fundraising techniques. Collaboration is essential, as you'll **work closely with the Executive Director/Chief Operating Officer** of the EEA, to **amplify fundraising initiatives and broaden outreach**. The following list summarizes the key aspects of your work responsibilities and duties. **Keeping meticulous records is paramount**; managing donor databases with precision ensures that every contribution is recognized and stewarded appropriately. You will regularly update the EEA ED and the Board of Directors, providing transparent insights into fundraising achievements and future opportunities.*

- **Demonstrate full understanding of the EEA** organizational structure and essence of who we are – to tie all deliverables to the way we operate.
- **Develop and implement comprehensive fundraising** plans that align with the EEA strategic plan
- **Identify and research potential donor bases and funding sources.**
- **Cultivate and maintain relationships** with existing and prospective donors.
- **Organize and coordinate fundraising** events and activities.
- **Prepare grant proposals and fundraising reports.**
- **Analyze fundraising data to assess** the effectiveness of strategies.
- **Train and mentor volunteers** in fundraising techniques.
- **Manage donor databases and ensure accurate record-keeping.**
- **Provide regular updates and reports** to EEA board of directors – including writing articles for the EEA newsletter and social media/website posts.



Qualifications & Skills

*To thrive in this position, **you bring a bachelor's degree in business, Communications, Marketing, or a related field**, along with a **Certified Fund-Raising Executive (CFRE)** certification. **Your extensive background—at least ten years—in fundraising and donor relations speaks to your deep understanding of the philanthropic landscape. You have a proven history of driving successful campaigns, supported by a strong network within the community. Your communication skills are exceptional, whether speaking publicly or crafting written proposals, and you remain calm and effective under pressure. Familiarity with fundraising software and CRM systems allows you to manage donor information seamlessly. You approach your work strategically, backed by sharp analytical skills and an eye for detail. Balancing multiple projects simultaneously comes naturally to you, as does working collaboratively within a team environment. You are also extremely capable of working alone and meeting expectations and deliverable timelines regularly. Your interpersonal skills help you foster connections and create lasting partnerships, all while staying current on fundraising trends and best practices. In essence, this role demands a passionate, organized, and strategic leader dedicated to advancing the EEA's goals through innovative and impactful fundraising.***

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- Bachelor's degree in business, Communications, Marketing, or related field.
 - Certified Fund-Raising Executive (CFRE) certification or equivalent.
 - Minimum of 10 years of experience in a fundraising role.
 - Extensive proven experience in fundraising and donor relations (at least ten years).
 - Proven track record of successful fundraising campaigns.
 - Strong network within the philanthropic community.
 - Excellent public speaking and presentation skills.
 - Ability to work under pressure and meet deadlines.
 - Proficiency in using fundraising databases and CRM systems.
 - Ability to quick learning access and management of other fundraising and database platforms.
 - Strategic thinker with strong analytical skills.
 - Strong written and verbal communication skills.
 - Knowledge of current fundraising trends and best practices.
 - Ability to manage multiple projects simultaneously.
 - Detail-oriented with strong organizational skills.
 - Team player with strong interpersonal skills.