



Fund Development Officer

Cornerstone Counselling is looking to fill the role of a **full-time Fund Development Officer** to join our Edmonton team.

Who We Are

Cornerstone Counselling is an inclusive, faith-based, not-for-profit agency with a 43-year history of offering compassion, support, and healing to people from all walks of life. We believe that everyone who needs help, irrespective of faith, race, gender, lifestyle, or financial ability should have access to mental health care. Our diverse team of accredited professionals provides a wide range of mental health services for individuals, couples, families, teens, and children as young as four years old. Today, we are proud to recognize that our work has touched as many as 85,000 lives over our history.

We are currently looking for a **Fund Development Officer** to join our office as a full-time employee. This dynamic and integral role will create, implement, and lead intentional and robust fundraising campaigns with both existing and new donors. The ideal candidate will have fundraising experience and be available to work some evenings and weekends. If you enjoy a collaborative work culture, apply to join our team today!

Responsibilities may include:

- Conceptualize and implement Cornerstone's annual fundraising plan.
- Create, implement, and evaluate a robust three-year fund development strategy that fosters meaningful and sustainable relationships for Cornerstone.
- Develop a thoughtful donor recognition and donor stewardship program.
- Meet prospective donors and supporters on a regular basis to establish relationships and maintain effective communication.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct capital campaigns and other major fundraising drives.
- Conduct prospect research.
- Process monthly donations and update donor management software.
- Work closely with Cornerstone's Communications and Development Specialist to plan various fundraising events and donor communication.

- Grant researching, writing, and reporting.
- Perform other related duties as required.

Qualifications and Requirements:

- Minimum of three years of experience in professional fundraising or development role.
- CFRE (Certified Fund Raising Executive) certification is an asset.
- Alignment with our core values, mission, and community service orientation.
- Excellent interpersonal, verbal, and written communication skills.
- Established track record of successful philanthropy and fundraising campaigns and a proven history of successful solicitation of gifts.
- Be a self-starter who is driven to initiate donor visits and fundraising calls.
- Possess skills to motivate staff and volunteers.
- Strong organization skills and exhibit follow through on tasks.
- Experience with DonorPerfect an asset.
- Schedule will typically be Monday to Friday, but must be available to work evenings and weekends as required.

How to Apply:

Interested applicants can send their cover letter and resume via email to:

Amanda Morris, Communications and Development Specialist
a.morris@cornerstonecounseling.com