



**Position Title:** Associate, Philanthropy - CNIB

**Location:** Calgary, Alberta (Hybrid Work Environment)

**Reports To:** Sr. Manager, Philanthropy

**Compensation:** \$48,888–\$61,110

**Application Link:** [Apply Now](#)

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## **I. Scope and Summary of Primary Responsibilities**

The successful candidate will play a key role in coordinating and supporting CNIB's fundraising events and donor engagement activities across Alberta. Working with the Alberta Major Giving Philanthropy team, this position supports the planning and execution of provincial fundraising events, donor cultivation opportunities, and stewardship initiatives, ensuring strong experiences aligned with annual revenue goals.

In addition, the role will oversee a portfolio of community giving fundraising, managing relationships, supporting existing initiatives, and identifying opportunities to grow this revenue stream.

Working closely with the Senior Philanthropy Manager, the position also contributes to donor relationship management, proposal development, and activities that strengthen engagement and increase philanthropic support for CNIB.

## **II. Essential Functions**

**The position entails, but is not limited to the following general responsibilities:**

- Coordinate and support fundraising events and special projects across Alberta, including donor cultivation events, Guide Dog Graduations, and the development of a provincial signature event.
- Lead and support community giving initiatives to strengthen local engagement and fundraising.
- Maintain high-quality donor stewardship practices, including preparing reports and maintaining accurate records of donor engagement.
- Devise and continually improve high-quality external facing content for the benefit of CNIB donors, including writing competitive funding applications and proposals.
- Assist with donation processing and bank deposits as required.
- Ensure donor information is accurately maintained in the donor database.
- Provide administrative and donor engagement support to the Senior Philanthropy Manager to help meet annual revenue targets.
- Support moves management activities, including tracking donor pipelines and fundraising results.
- Ensure donor communications are accurate, timely, and consistent with CNIB brand standards.

- Maintain awareness of trends and best practices in philanthropy.
- Collaborate with internal teams including Finance, Marketing and Communications, and Gift Management to support fundraising initiatives.

### **III. Qualifications**

- University degree or college diploma in business, fundraising management, nonprofit management, or a related field.
- Minimum 2-3 years of experience in leading events and committees, preferably at a non-profit organization.
- Minimum of 2–3 years of experience in fundraising, preferably in major giving or community giving.
- Proficiency in Microsoft Office applications including Teams and SharePoint.
- Familiarity with Salesforce.
- Strong organizational, project management, and analytical skills.
- Ability to build relationships and support donor engagement.
- Knowledge of issues related to vision loss is an asset.
- Experience with assistive technology or accessible environments is considered an asset.
- Willingness to work flexible hours and travel occasionally.
- Commitment to maintaining confidentiality and adhering to applicable privacy legislation and professional standards (AFP, CAGP, CNIB policies).

### **IV. Core Competencies**

- Strong interpersonal and relationship-building skills.
- Professional, detail-oriented, and results-focused.
- Excellent written and verbal communication skills.
- Strong organizational and time management abilities with the capacity to manage multiple priorities.
- Analytical thinking and problem-solving skills.

### **Work Environment**

- Willingness to work flexible hours
- Occasional travel may be required

CNIB is committed to accommodating applicants with disabilities and will work with applicants requesting accommodations at any stage of the hiring process.