



SPIRIT NORTH

JOB POSTING: Associate Director of Development, Grants and Donor Relations

Organization: Spirit North

Work Location: Canmore, AB or remotely within Canada.

POSITION OVERVIEW:

Spirit North is seeking a dedicated and experienced individual to join our non-profit organization as an Associate Director of Development, Grants and Donor Relations. This role is pivotal in securing funding from grants and cultivating relationships with donors to ensure the sustainability and growth of our organization's mission. The ideal candidate will be a skilled writer, communicator, strategic thinker, and detail-oriented professional with a passion for advancing social impact initiatives.

BACKGROUND:

Established in 2017, Spirit North is a national charitable organization dedicated to empowering and inspiring Indigenous children and youth through sport and play. Our vision is health, wellness and a brighter future for all Indigenous children and youth.

Programs are developed and delivered in collaboration and partnership with communities for the purpose of improving physical and mental health, increasing community engagement, and building sustainable sport and recreation programs. Our methodology is designed to reduce barriers to participation in sport and recreation such as geographical isolation and socio-economic imitations, while incorporating community traditions, values, and beliefs.

Headquartered in Canmore, AB with a satellite office in Edmonton, AB, our work is guided by our values which are the following:

- **OPEN:** we are diverse, inclusive, and respectful.
- **CARING:** we care about children and youth, communities, and the land.
- **HONEST:** we act with integrity, transparency, and accountability.
- **COMMUNITY:** we value partnerships, relationships and success through collaboration.

ASSOCIATE DIRECTOR OF DEVLEOPMENT POSITION SUMMARY:

Reporting to the Director of Development, the Associate Director of Development, Grants and Donor Relations is responsible for identifying and cultivating relationships with donors and granting organizations and developing compelling and impactful documents (applications and proposals) and reports.

RESPONSIBILITIES:

Grant and Donor Management:

- Identify, research, and pursue grant opportunities aligned with the organization's goals and programs.
- Develop grant proposals, applications, and reports in collaboration with program staff, ensuring alignment with funder requirements and organizational objectives.
- Update and draft key templates for grant agreements, fact sheets, statistics and other organizational resources.
- Manage the grant application process from start to finish, including drafting proposals, gathering necessary documentation, and submitting timely applications.



Donor Communications and Stewardship:

- Build and maintain strong relationships with existing and prospective donors, including individuals, corporations, foundations, and government agencies.
- Develop and implement tailored communication strategies to engage donors, including proposals for support, regular updates, impact reports, donor newsletters and personalized outreach.
- Plan and execute donor cultivation events, meetings, and presentations to deepen engagement and support for the organization.

Grant and Gift Compliance and Reporting:

- Ensure compliance with grant agreements and reporting requirements, including tracking deliverables, milestones, and financial expenditures.
- Ensure all gifts are acknowledged and receipted in accordance with CRA guidelines.
- Prepare accurate and compelling progress reports, financial statements, and impact assessments for grant and gift funders.
- Coordinate with program staff to gather data and stories that demonstrate the effectiveness and impact of funded programs.
- Utilize and maintain donor CRM to ensure all donor information is tracked and accurate.

Collaboration and Team Support:

- Collaborate with program staff, finance team, and senior leadership to align grant and donor strategies with organizational priorities. Research relevant statistics, data and sector information as needed.
- Develop strategic donor communications and provide support and backup to the marketing and communications team as required. Ensure all communications are consistent with core messaging and organizational communications strategy.
- Participate in regular team meetings, planning sessions, and organizational initiatives to contribute to overall growth and success.

QUALIFICATIONS:

- Bachelor's degree in a relevant field or equivalent experience (such as Nonprofit Management, Business Administration, Communications, or a related area).
- Proven experience in grant writing, strategic donor communications, fundraising, or donor relations within the nonprofit sector, with a track record of successfully securing grants and cultivating donor relationships.
- Excellent writing skills with the ability to craft compelling proposals, reports, and donor communications.
- Strong project management abilities, including the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Exceptional interpersonal and communication skills, with the ability to build rapport with diverse stakeholders and represent the organization professionally.
- Knowledge of grant management best practices, fundraising techniques, CRA and nonprofit regulations and compliance standards.
- Proficiency in Microsoft Office suite, donor management software (Keela), and online research tools.

LOCATION:

The successful candidate has the option of working from our head office in Canmore, AB or remotely within Canada.



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BENEFITS AND COMPENSATION:

- Competitive salary commensurate with experience (range \$75k - \$90k).
- Health insurance and retirement benefits package.
- Professional development opportunities and support for ongoing learning and growth.

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to info@spiritnorthxc.ca, with “Associate Director of Development – your name” in the title.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Spirit North provides equal opportunity to all employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We are a family-friendly organization that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We are a child-centered organization. Our recruitment and selection process reflect our commitment to the safety and protection of the children in our programs.

This posting will remain open until a successful candidate has been found.