



Job Opportunity – Position Title:
FUND DEVELOPMENT OFFICER

Location: Cochrane and Western Rocky View County

Reports to: Seniors for Kids Society Board of Directors

Employment Type: Part-Time (approx. 6 hours/week or 270 hours/year)

Seniors for Kids Society is a Cochrane grassroots non-profit organization dedicated to building meaningful friendships between seniors and young people. Through respect, trust and shared experiences, our school-based and community-based programs help strengthen the connections that make our community caring, inclusive and vibrant.

Position Summary

The Fund Development Officer supports the sustainability of Seniors for Kids Society by identifying funding opportunities, preparing grant applications, administering grant agreements, and maintaining relationships with funders and community partners. This role focuses exclusively on fund development and works directly with the Board to ensure SKS's funding strategy aligns with organizational priorities and financial needs.

Key Responsibilities

- Identify, research, and pursue funding opportunities from municipal, provincial, federal, corporate, foundation, and community sources.
- Prepare and submit grant applications, proposals, reports, and supporting documentation.
- Monitor grant agreements, deadlines, reporting requirements, and compliance obligations.
- Collaborate directly with the Board on funding strategy, grant priorities, and opportunities that impact SKS's budget or long-term sustainability.
- Work with the Program Coordinator to gather program information, outcomes, and operational details specifically for project-based grant applications.
- Maintain relationships with funders, donors, sponsors, and community partners.
- Attend monthly Board meetings to provide updates on funding progress, grant status, and emerging opportunities.

- Gather program impact data (stories, testimonials, volunteer hours) from staff for use in grant applications and reports.
- Represent SKS at community networking meetings when appropriate and approved by the Board.

Qualifications

- Post-secondary education or equivalent experience in fundraising, grant writing, nonprofit administration, or related fields.
- Strong written communication skills and attention to detail.
- Experience with grant administration or bookkeeping is an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Ability to manage deadlines and maintain confidentiality.
- Commitment to the mission, vision, and values of Seniors for Kids Society.

To apply please send cover letter and resume to: info@seniorsforkids.ca

Posting will remain open till position filled.

Please note: Only suitable candidates will be contacted.