



Employment Opportunity: **Director of Engagement & Development** **Permanent, Full-Time Position**

The Zebra Child & Youth Advocacy Centre is our community's response to child abuse through intervention, advocacy and providing a continuum of support in a child-friendly environment. We are seeking a full-time **Director of Engagement & Development** to join our herd. **To apply for this position, please send your cover letter and resume via email to jobs@zebracentre.ca with the subject line of "Director of Engagement & Development". This position will remain open until a suitable candidate is found.**

Position Overview:

Since 2002, the Zebra Child & Youth Advocacy Centre and our multi-disciplinary team of partners have worked to provide safety, support and strength for children and youth who have experienced abuse, helping over 4,000 kids annually.

The Zebra Centre is seeking a Director of Engagement & Development to join our team. Reporting to the CEO, the incumbent will bring a blend of creativity and strategic thinking to this role, growing awareness, support and involvement. Overseeing all areas of engaging our community, the Director of Engagement & Development leads a small but mighty team in delivering communications, community education, fundraising and volunteer programs with a goal of engaging our community and growing support for the Zebra Centre. Primary responsibilities include:

- 1. Strategic planning, budgeting and reporting:** Develops and oversees an overall community engagement strategy for the Zebra Centre including managing the budget relating to all engagement activities. The incumbent will identify strategic resourcing opportunities and implement as appropriate. Further, the incumbent compiles the annual Impact Report and oversees the roll-out of this report, as well as manages the completion and submission of reports to major funders.
- 2. Marketing & Communications:** Overseeing the *Communications Assistant* the incumbent creates and implements a marketing plan for the Zebra Centre. In collaboration with the CEO, they will manage media relations and coordinate internal communications for the Zebra Centre as well as oversee promotional items and manage the merchandising strategy for the Zebra Centre. The incumbent also ensures brand standards for the Zebra Centre are incorporated and maintained in all communications.
- 3. Philanthropy & Donor Relations:** Overseeing the *Philanthropy Lead*, the incumbent ensures donor-centric communications and strategies are implemented to raise 40% of annual operating budget.

- 4. Community Education & Engagement:** Overseeing the *Community Education Lead*, the incumbent provides support and drives strategy in building community relationships and facilitating presentations.
- 5. Volunteer Engagement:** Overseeing the *Volunteer Program Coordinator*, the incumbent ensures that volunteers are recruited, trained and supported in their front line and committee work relating to delivering the Zebra Centre mandate.
- 6. Maintains High Corporate Culture: The Director of Engagement & Development:** actively participates in Centre-wide initiatives when appropriate including fundraising activities, public presentations and events and demonstrates a positive attitude towards all employees and volunteers.

This position is based in the Zebra Centre, located in downtown Edmonton with a flexible, full-time schedule working 36.25 hours per week with a flexible schedule. Please note we work with accredited facility dogs on-site.

Qualifications:

The Director of Engagement & Development will possess the following experiences, knowledge, and strengths:

- Post-secondary education in a field related to marketing, communications or equivalent.
- Experience developing and implementing strategic plans in marketing and communications.
- Experience in managing people and projects.
- Experience working with communications tools and systems.
- Experience in donor relations considered an asset.
- Creative and strategic thinker.
- Strong and effective communicator.
- Ability to work independently, prioritize tasks, pay close attention to details and meet deadlines.
- Responsible with confidential information.
- A self-starter who is curious, willing to accept direction and feedback.
- Ability to work collaboratively with all members of the organization with a sensitivity to diversity.
- Experience working within a non-profit or charitable organization considered an asset.
- Successful passing and maintenance of an Edmonton Police Service Enhanced Security Clearance and a Children's Services Vulnerable Sector Check.

Compensation and Benefits:

This essential position offers a competitive not-for-profit salary in the range of \$70,000 - \$82,000 to start. In addition to a comprehensive health, dental and life benefits package, the Zebra Child & Youth Advocacy Centre offers three weeks' annual vacation, ten sick days and two additional mental wellness days per year to start. Communication tools (cellular telephone, iPad and other tools) provided as required.

The Zebra Child & Youth Advocacy Centre is an equal opportunity employer, committed to building a diverse and accessible facility. We strongly encourage all qualified applicants to apply. Please note that due to a high volume of interested applicants, only successful candidates will be contacted.

Zebra Child & Youth Advocacy Centre

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