

**Job Title: Director of Fundraising Events & Donor Recognition****Location:** Calgary/Edmonton preferred**Employment Type:** Full-Time**Position Overview:**

The Director of Fundraising Events & Donor Recognition serves as the liaison for all fundraising events between the party, and Constituency Association stakeholders, including the Leader, MLAs, Constituency Associations, and party members. This position offers vital support and advice on topics in fundraising in accordance with Elections Alberta regulations. This role includes considerable highway travel within Alberta.

**Key Responsibilities:**

- **Primary Contact:** Serve as the primary point of contact for MLAs, Constituency Associations, and party members, offering support on digital, mailers and fundraising events.
- **Compliance Oversight:** Ensure that Constituency Associations/MLA's adhere to Elections Alberta regulations and party governance standards.
- **Support and Guidance:** Assist Constituency Associations/MLA's with any issues regarding Elections Alberta compliance in fundraising.
- **Event Coordination:** Work with Constituency Associations and MLA's to plan and execute local fundraising events. Offer on-site support and management of fundraising events. Work with the team at UCP headquarters to help coordinate and plan the annual leaders' dinners in Edmonton and Calgary.
- **Volunteer Development:** Recruit and develop volunteers to support the operations of fundraising events.
- **Strategic Planning:** Participate in strategic planning in execution of fundraising strategies for local CA's.
- **Training:** Deliver virtual and in-person training sessions to Constituency Associations on fundraising topics.
- **Database Support:** Provide database support to Constituency Associations, including generating fundraising/donor reports.
- **Mass Email Fundraising Campaigns:** Support Constituency Associations/MLA's in creating and distributing mass fundraising emails and mailers.
- **Donor Recognition:** Recognition of UCP donors. Hosting exclusive events with 'Strong and Free' club members. Working alongside the Director of Communications in sending appreciation mailers and emails to donors.

Application Deadline: 5PM, Thursday November 14, 2024

Please send applications to: [dvanvugt@unitedconservative.ca](mailto:dvanvugt@unitedconservative.ca)