

## **Revenue Development Assistant**

**Location:** Regina

**Details:** Full-time (37.5 hours/week)

**Salary Range:** \$40,253-\$51,754

### **About Us:**

The Alzheimer Society of Saskatchewan is a non-profit organization dedicated to empowering people to live well with dementia through the delivery of programs, services, advocacy awareness and research. By joining our team, you will contribute directly to advancing our vision of a world with Alzheimer's disease and other dementias.

### **Position Summary:**

Reporting to the Director of Revenue Development, the Revenue Development Assistant plays a key role in supporting the organization's fundraising efforts. This position provides administrative, operational, and database support across multiple fundraising areas, including monthly and annual giving, major and planned giving, donor stewardship, and fundraising events. A core focus of the role is database management, ensuring accurate data capture, reporting, and analysis to strengthen donor relationships, improve revenue performance, and support informed decision-making.

### **Key Responsibilities:**

- Provide administrative and operational support to the Revenue Development team across fundraising initiatives.
- Lead the ongoing development and promotion of the monthly giving program through consistent donor stewardship, reporting, and integrated communications.
- Assist with donor research and stewardship activities for major and planned giving.
- Support fundraising events, including the Walk for Alzheimer's, Gala, and third-party events, through coordination, logistics, and follow-up reporting.
- Support and strengthen relationships with donors, volunteers, event participants, sponsors, and funders through donor stewardship and recognition activities such as donor thank you communications, surveys, impact reporting, and ongoing engagement efforts.
- Maintain accurate donor, gift, and event records in eTapestry, ensuring completeness, timeliness, and adherence to internal standards.
- Support data cleaning, segmentation, and mailing list preparation for campaigns and communications and generate regular reports to inform donor engagement, revenue tracking, and campaign analysis.
- Contribute to departmental planning and reporting, while supporting ongoing improvements to workflows, systems, and donor engagement processes.

### **Qualifications:**

#### **Education & Experience**

- Experience working with donor databases (eTapestry or similar CRM systems) is required or considered a strong asset.
- Post-secondary education in business administration, nonprofit management, or a related field is an asset.
- Experience in fundraising, donor relations, or administrative support is preferred.

#### **Skills & Competencies**

- Strong organizational, administrative, and time management skills.
- High attention to detail and accuracy in data management and reporting.
- Excellent written and verbal communication skills.

- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and collaboratively within a team environment.

#### Additional Requirements

- Valid driver's license and ability to travel within Saskatchewan as needed.
- Occasional work outside of regular office hours may be required during peak activity periods and for special events, including evenings and weekends.
- Subject to a criminal record check and Vulnerable Sector check.

#### What We Offer:

- Comprehensive health benefits through 3SHealth.
- Pension plan through the Saskatchewan Health Employee Pension Plan (SHEPP).
- Generous paid vacation, personal days, and sick leave/wellness days.
- Support for professional development, including access to relevant professional membership associations and learning opportunities.
- Supportive, mission-driven team environment that values collaboration, growth, and contribution to the Alzheimer Society's mission.

#### How to Apply:

Please submit your cover letter and resume to Maureen Harrison at [mharrison@alzheimer.sk.ca](mailto:mharrison@alzheimer.sk.ca). The competition will remain open until a qualified candidate is selected. We thank all applicants for their interest; only those selected for an interview will be contacted.