

Catholic Family Service (CFS) is all about building strong families. Our programs and services respond to the challenges that threaten families and leave them vulnerable. We focus on enhancing the mental health and well-being of our clients, empowering parents, nurturing children's healthy development and enabling success in school. We take an integrated approach across our service portfolio, always looking for the opportunity to encourage discussion and healing at the family level. In so doing, we enable CFS professionals to help their clients build strong and resilient families – and to break through the cycle of vulnerability to live the lives they have always wanted. We serve and employ people from all faith traditions, cultures and backgrounds.

## **The Position:**

**Title: Director, Community Relations**

**Job Type: Full-time**

### **The Opportunity:**

Reporting to the Senior Director of Strategy and Development, the Director of Community Relations oversees the development, implementation and management of the agency's donor engagement and stewardship, communications, and volunteer strategies. The Director also takes leadership for the planning, coordination and implementation of the annual Unlocking Potential Foundation Gala, the agency's premier fundraising event. Managing community relationships and representing CFS with donors, partners and other external stakeholders are key functions of the Director role.

### **Responsibilities:**

As a senior leader, the Director of Community Services will: oversee human resource allocation and management within the fund development, volunteer and communications departments; oversee communication to all external stakeholders of the agency, including the agency's website and social media platforms; develop and monitor annual business plans, priorities and budgets; provide consultation and support on program marketing; create tailored financial and/or program outcome reports for donors; and participate in internal/external initiatives that help to advance the CFS purpose and ambition.

### **Candidate Profile:**

As the ideal candidate, you walk the talk of CFS' leadership culture. You see yourself as a change agent and silo-buster, with a commitment to customer service, collaboration, and innovation. You have a passion for building strong families and empowering the clients we serve by communicating their stories. You work well with a wide range of personalities and educational disciplines, building a cohesive working environment that promotes the purpose, ambition and values of CFS. This role requires someone who is well-organized and efficient, available to flex work hours, and attend events on evenings and weekends.

## **Qualifications Required:**

### **Knowledge, Skills and Competencies:**

- Possesses outstanding interpersonal and communication skills, including written, public speaking and presentation skills;
- Superior attention to detail and proven ability to develop and manage fund development processes;
- Capacity and drive for critical thinking and problem solving;
- Experience in events planning and coordination;
- Strong technical skills and ability to utilize technology to support fundraising including database management and analysis;
- Hands-on energetic, assertive, straightforward team player who is objective, honest and clear, and passionate in organization values.

### **Education and Experience:**

- Bachelor's or Master's degree in Marketing, Public Relations or equivalent required;
- 3-5 years senior level experience in management/leadership;
- Experience in building and maintaining relationship within agency and among community stakeholders;
- Experience in a non-profit environment.

## **How to Apply:**

E-send your resume by February 15, 2019 to [careers@cfs-ab.org](mailto:careers@cfs-ab.org) with "Director, Community Relations" in the subject line. Cover letters may be addressed to Byron Chan, Senior Director of Strategy and Development.