Employment Opportunity

Fundraising Coordinator, Strategic Partnerships

Position Overview

The Pembina Institute seeks a highly motivated individual to join its Strategic Partnerships team as a fundraising coordinator to provide fundraising support services at the local, regional and national levels. The selected candidate will be responsible for researching, identifying, coordinating the engagement with, and supporting the solicitation of fundraising prospects.

The coordinator will maintain the fundraising database and provide the Strategic Partnerships team with funder information needed for decision-making. The coordinator will also assist with the planning and the execution of fundraising activities for the organization.

Why the Pembina Institute?

The Pembina Institute is a national non-partisan think tank that advocates for strong, effective policies to support Canada’s clean energy transition. Through research, consulting and convening, we employ multi-faceted and highly collaborative approaches to change to reduce the environmental impacts of energy production and use.

Our people are passionate about sustainability and dedicated to enabling positive social change. Our organizational culture encourages creativity and collaboration, and we offer a flexible and fast-paced work environment that rewards honest character, personal initiative and innovation. The successful candidate will join our dynamic team of nationally recognized professionals working on delivering clean energy solutions into the hands of Canada’s decision-makers and key influencers.

Our core values

Climate change threatens everyone. We must come together to evolve how energy is created and consumed through solutions based on equity, curiosity, evidence-based thinking and practicality.
Roles and Responsibilities

- Supports the Director and the Associate Directors of Strategic Partnerships to help identify, engage and solicit a variety of prospects (corporations, foundations and individuals). This will require researching alignment between the Pembina Institute and funders, identifying new sources of funding, scheduling and coordinating fundraising events, organizing external funder meetings, and assisting in the preparation of briefing notes, proposals and reports.
- Works a great deal with Salesforce, our CRM/fundraising database. This involves inputting data, tracking proposal deadlines, maintaining the pipelines and dashboards, creating campaigns, and pulling funding reports.
- Coordinating our annual fundraising event unGala (typically held in January). This will include preparing and distributing sponsorship materials, tracking sponsorship and ticket sales, supporting the unGala Committee members, and liaising with the event management company.

This position may be located in any of our five offices (Vancouver, Edmonton, Calgary, Toronto or Ottawa) and reports to the Director, Strategic Partnerships. It is a full-time position (40 hours per week) and may require some travel and occasional work on weekends and evenings.

Skills and Qualifications

Candidates must clearly reflect the following skills and experience in their application:

- A minimum two years’ experience. It is an advantage to have worked with an environmental NGO, but candidates with fundraising team experience in the university or other NGO sectors are equally welcome.
- Familiarity and experience with the work required to support a fundraising team.
- University undergraduate degree is preferred; however, an equivalent combination of education and experience would be acceptable
- Proficient with Microsoft documents, spreadsheets and presentations
- Ability to navigate and operate databases
- Strong interpersonal skills and ability to work with a wide array of stakeholders
- Excellent communication skills (oral and written)
- Self-motivated and results-oriented, with the ability to take initiative and work independently
- Cares about the environment and knows we have a responsibility to protect it

Other Valuable Qualifications

- Experience coordinating or handling events
- Stakeholder relations/communication/funder stewardship experience
• Project management/strong administrative skills
• Comfortable discussing climate science and related social policy
• Strong planning and organization skills, excellent attention to detail and the ability to conduct yourself with diplomacy and tact
• Ability to problem-solve and make informed decisions
• Ability to prioritize tasks with competing deadlines
• Experience with Salesforce would be beneficial but is not a requirement
• Demonstrated commitment to sustainability and social change through educational, professional, and/or volunteer experiences

Compensation and Benefits

The salary rate is competitive for a fundraiser coordinator in the environmental non-profit sector and will be based on skills, experience and qualifications of the successful candidate.

Benefits include:

• extended health and dental
• four weeks of holidays per year
• flexible work hours
• strong growth potential in an entrepreneurial business environment
• RRSP plan
• training and development opportunities

Further terms of employment will be discussed with candidates during the interview process.

To Apply

Email your cover letter and resume to careers@pembina.org. Please ensure the following:

• Subject line includes Fundraising Coordinator and your last name
• Cover letter (max. two pages) explains why you are interested in working with the Pembina Institute and how your skills and qualifications meet the criteria outlined for this position
• Resume outlines your relevant skills, education and experience
• Cover letter and resume are saved as one PDF document using the naming convention lastnamefirstletter-application-position-year.pdf
  o example: smithm-application-Fundraising-coordinator-2020.pdf

Application deadline: 11:59 p.m. on Sunday, July 19, 2020

The Pembina Institute is an equal opportunity employer.

We thank all applicants for their interest but only those selected for an interview will be contacted.