

**The Catholic Archdiocese of Edmonton
Planned Giving Coordinator**

We have an interesting and challenging opportunity for the right person who wishes to contribute, in a meaningful way, to enable The Catholic Archdiocese of Edmonton effectively continue its mission. This full time position involves cultivating, energizing, stewarding, and assisting donors to make major gifts, lifetime gifts, and testimonial or legacy gifts.

The current planned giving program benefits The Catholic Archdiocese of Edmonton, its parishes, The Foundation of St. Joseph Seminary and Newman Theological College and the St. Joseph Priests' Foundation of Edmonton. The successful candidate will be required to collaborate on the Development Team and skilfully participate in developing and implementing a dynamic, new strategic vision for the planned giving program.

The ideal candidate should possess training in planned giving with several years of related experience in donor relations and knowledge of Raiser's Edge. A Certified Fund Raisers Executive (CFRE) designation or working towards one would be an asset.

Well-developed communications, interpersonal and team skills coupled with strong personal initiative, sound judgement, and the ability to work in a professional manner are required. Knowledge of the Catholic Church, its teachings, and Christian stewardship are a definite asset.

If you are interested in this employment opportunity, please apply by submitting your resume/application with references to: hrpastoral@caedm.ca

or by mail to:

Human Resources Office
The Catholic Archdiocese of Edmonton
8421-101 Avenue
Edmonton, Alberta T6A 0L1

This opportunity will remain open until a suitable applicant is selected. We thank all applicants for their interest, however, only those selected for an interview will be contacted.