



JOB POSTING

January 19, 2012

COORDINATOR, RESOURCE DEVELOPMENT ***(Permanent, Full-Time)***

Responsible for creating the future vision for one of Winnipeg Manitoba, Canada's most prized treasures, **Assiniboine Park Conservancy** (APC) is the not-for-profit organization that oversees Assiniboine Park's operations and ensures its ongoing financial viability. Our team is inspired to create and deliver outstanding experiences for the people who visit and use the Park including building friendly, supportive, effective relationships with stakeholders, community and the general public.

Reporting to the Vice President, Resource Development and working closely with the business unit's senior management team in support of the department and senior campaign leadership, this position will play an important role in the achievement of Resource Development's goals. The incumbent will be primarily responsible for senior level administrative support to the Vice President, Resource Development and the Major Gifts Officer. This includes assistance with account management of the Leadership and Major Gifts Divisions, ensuring up-to-date, accurate records in the database; coordinating Cabinet and other meeting logistics, and preparing correspondence and proposals.

The successful incumbent position must have either a post secondary education in office administration; a minimum of three years related experience; or an equivalent combination of education, training and experience. Well-developed interpersonal skills are required to deal with the numerous internal and external customers, volunteers, donors and funding bodies. A common sense approach along with a strong detail orientation and the ability to work independently; excellent communication skills and a commitment to superior customer service are also required. Strong computer and typing skills including Microsoft Office XP, and Adobe Acrobat are also important, experience in a charitable organization and with Raisers Edge (or equivalent fundraising software) would be considered an asset.

All final applicants are subject to a criminal record check. If you are interested in this opportunity, please forward your resume and cover letter by February 3, 2012 to Human Resources, Assiniboine Park Conservancy electronically at: careers@assiniboinepark.ca