

Senior Development Officer

This is a Full-time permanent position, with an expected start date of June 15, 2026.

Location & Hours

Work location: On-site at Distress Centre Calgary, 999 8 Street SW, Suite 500.

Hours: Monday to Friday, 9:00 am to 5:00 pm primarily in office with some flexibility to work remote or staggered hours.

What We Offer

- Vacation starting at **3 weeks**
- RRSP matching and Health Spending Account
- Extended health and dental benefits
- Access to on-site gym at no cost
- Paid development days and a staff development fund
- A supportive, mission-driven workplace where you can grow, take on new challenges, and collaborate with colleagues that value integrity, hard work, and making a meaningful community impact

Who We Are

For over 50 years, Distress Centre has served Calgary and Southern Alberta by providing 24-hour crisis support, information, and resources at no cost. Distress Centre does not define crisis. We do not judge. Anyone can call us day or night.

We are committed to fostering a respectful, inclusive workplace where employees are valued, experience a sense of belonging, and are confident being their most authentic selves. We welcome and encourage applications from Indigenous peoples, people with disabilities, and members of equity-deserving groups. We value all the ways that our community is diverse – in identity, experience and perspective.

What to Expect

This role goes beyond managing major gifts. As the Senior Development Officer, you will help strengthen the relationships, systems, and practices that support long-term fundraising success. Our priority is continuity and strong stewardship. We're seeking

someone who can build trusted donor relationships while also improving how we manage grants, track results, and support sustainable growth.

What You'll Do

Major Gifts & Funder Relationships

- Manage a portfolio of approximately 100 major gift prospects and 50 grant funders through strategic relationship building and strong stewardship.
- Lead donor and funder conversations with confidence, securing major gifts, multi-year commitments, and grant funding.
- Create clear, compelling proposals, reports, and updates that connect donor interests to tangible community impact.
- Ensure donors and funders feel valued, informed, and meaningfully connected to the outcomes of their support.

Grants & Fundraising Operations

- Develop and integrate systems, tools, and processes that strengthen funder and grant management, and support revenue growth.
- Partner with program and data teams to translate outcomes and impact metrics into strong fundraising and grant narratives.
- Ensure all grant submissions and reports are accurate, timely, and consistent with funder requirements.
- Contribute to continuous improvement of grant processes, storytelling, and funder engagement.

Collaborative Leadership

- Collaborate closely with the Fund Development team, leadership, and volunteers to deliver a cohesive, integrated donor experience across the fundraising program.
- Work closely with leadership and volunteers to support fundraising activities, including briefing leadership in advance of donor interactions.
- Contribute to reporting and tracking key fundraising metrics.
- Contribute to the strategic and differentiated narrative of Distress Centre Calgary's mission and vision.

What You Bring

Qualifications & Experience

- Diploma required; education in communications, marketing, or related field preferred (CFRE is an asset).
- 7 - 10 years of experience in fundraising, sales, grant writing, or similar roles.
- Experience leading and coordinating the work of a small team is an asset.
- Proven ability to work respectfully and effectively with people from diverse backgrounds and lived experiences, demonstrating strong interpersonal and cultural awareness skills.
- Strong writing skills with a focus on plain language.
- Detail-oriented with the ability to manage multiple tasks.
- Strong internal collaboration and understanding of non-profit operations.
- Strategic thinking.

How to Apply

Please submit your resume and cover letter through **ADP**.

Distress Centre is an inclusive workplace. If you require accommodation at any stage of the application or interview process, please contact hr@distresscentre.com – we're happy to support you. We thank all applicants for their interest; only those selected for an interview will be contacted.