

# Alzheimer Society

S A S K A T C H E W A N

is seeking a

## Revenue Development Assistant

The Alzheimer Society of Saskatchewan (ASOS) is a volunteer-based, non-profit organization committed to improving the lives of people affected by Alzheimer's disease and related dementias. ASOS is currently recruiting an ambitious and result-oriented individual to work as a permanent full-time Revenue Development Assistant in our provincial office, located in Regina.

The Revenue Development Assistant (RDA) position calls for planning and assisting revenue development strategies that include a balanced portfolio of fund-raising initiatives, effective utilization of staff and volunteer resources, ongoing evaluation of trends, donor stewardship and a donor-centric philosophy on fundraising. The RDA is a key member of the Revenue Development team of the Society.

The RDA will be responsible for cultivating and stewarding Monthly and Multi-Year Donors, Database Management, and Donor Stewardship strategies and initiatives. In addition, this position will be responsible for reporting revenue development metrics and survey responses. This position also requires some administrative duties. The RDA is a key member of the Revenue Development team of the Society.

The ideal candidate should have the following skills and requirements:

- Organizational skills
- Excellent writing and editing skills
- Written and Oral Communication skills
- Ability to build and maintain relationships with others
- Ability to work as a team
- Strong decision-making skills including problem-solving
- Adaptable to new challenges
- Writing experience necessary
- Non-profit experience considered an asset
- Previous database experience considered an asset
- Subject to a criminal record check

Salary Range: \$36,800 - \$47,300

The Alzheimer Society of Saskatchewan provides extended health benefits through 3SHealth and participates in SHEPP (Saskatchewan HealthCare Employees' Pension Plan). Interested and qualified applicants can forward a cover letter and resume to:

Kaleta Strain  
Director of Revenue Development  
Alzheimer Society of Saskatchewan  
#301- 2550 – 12<sup>th</sup> Avenue Regina, SK S4P 3X1  
Email: [kstrain@alzheimer.sk.ca](mailto:kstrain@alzheimer.sk.ca)