

Join Our Team as a Donor Relations Coordinator!

Location: Calgary, AB

Are you passionate about making a difference? Do you want to be part of a movement that empowers athletes with intellectual disabilities to shine on and off the field of play? Special Olympics Alberta is looking for a **Donor Relations Coordinator** to help us grow our impact across the province.

Why You'll Love This Role

In this role, you'll play a key part in supporting fundraising initiatives that fuel our programs and open doors for athletes across Alberta. You'll:

- Help bring fundraising experiences to life — from logistics to donor engagement.
- Build relationships with donors and connect them to the heart of our mission.
- Support innovative fundraising strategies that grow our reach and impact.
- Be part of a passionate team that values creativity, initiative, and making change happen.

This is a great opportunity for someone with initiative who is eager to learn more about the non-profit sector, gain hands-on experience, and make a real difference.

What You'll Do

- Support donor cultivation, engagement, and recognition programs.
- Assist with fundraising initiatives and national campaigns.
- Work with our staff and communities to deliver memorable fundraising experiences.
- Help create online fundraising campaigns and support third-party events.
- Engage with donors, businesses, and volunteers to strengthen community partnerships.
- Contribute to communications, from social media and newsletters to donor materials and presentations.
- Collaborate with the Finance team to ensure accurate donor tax receipting.
- Pitch in as part of the SOA staff team at events, conferences, and retreats.

What You Bring

- Strong relationship-building and communication skills.
- Organizational skills and the ability to manage deadlines.
- Confidence with Microsoft Office/Teams and comfort learning new systems.
- A positive, adaptable mindset and willingness to take initiative.
- Event planning or fundraising experience is an asset (but not required — we'll support your growth!).

What You Need to Know

- This role includes some evenings and weekends.
 - Travel within Alberta is required — a valid driver's license and vehicle are essential.
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Why Special Olympics Alberta?

We are part of a global movement that uses the transformative power of sport to open hearts and minds, build inclusive communities, and create lifelong opportunities for people with intellectual disabilities. When you join our team, you'll be part of a supportive, mission-driven organization where your work directly changes lives.

Apply Today!

If you're ready to bring your energy, initiative, and passion to a role where every day makes an impact, we want to hear from you.

Please send your Resume and Cover Letter to Laura Sterling at lsterling@soalberta.ca by Tuesday November 25th.