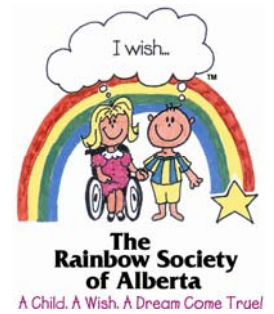


THE RAINBOW SOCIETY OF ALBERTA

REGIONAL MANAGER, NORTHERN ALBERTA (Grande Prairie)



The Rainbow Society of Alberta grants wishes for children with a chronic or life-threatening illness. The Regional Manager handles all aspects of the societies business from Grande Prairie north. We are currently recruiting for a Regional Manager to be based in Grande Prairie. We are seeking a professional, detail-orientated team player with exceptional organizational skills and who is proficient with the Microsoft suite of office products. Experience in special event planning, volunteer management and financial procedures is essential. You must possess excellent communication and interpersonal skills, and be able to work independently and with minimum supervision.

You will be required to travel on occasion within the region, and must be able to work evenings and weekends when necessary on fundraisers and other events as required. You must have your own transportation and a home office based in the city of Grande Prairie to work from.

This position reports to the Executive Director in Edmonton. Responsibilities of the position are:

- Maintain and grow existing fundraisers in the area.
- Develop new first party fundraising events.
- Increase awareness for the society in the Northern Alberta area.
- Coordinate wish applications and paperwork.
- Report all activities in the Northern market and wish applications to the Executive Director.
- Cultivate relationships with existing donors, volunteers, corporations, professionals, wish families, sponsors and participants of events.
- Engage with media.
- Research local companies and send out proposals for major gifts.
- Secure new third party fund-raisers in the Grande Prairie marketplace.

Qualified applicants are invited to submit their resume with salary expectations to Craig Hawkins, Executive Director, The Rainbow Society of Alberta, by email craigh@rainbowsociety.ab.ca or by fax 780 469-2935. **No telephone calls, please.**

For more information on the society, please visit www.rainbowsociety.ab.ca

Applications should be received no later than January 31, 2012 but we will continue to entertain queries until the position is filled. The Rainbow Society thanks all applicants for their interest, however only those candidates under consideration will be contacted.