

Development & Capacity Building Specialist

Permanent, Full-time

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Development & Capacity Building Specialist to join our Healthy Aging Alberta team.

Reporting to the Director, Healthy Aging Alberta, the Development & Capacity Building Specialist will strengthen the long-term sustainability of Healthy Aging Alberta's (HAA) funded partners and the broader Community-Based Seniors Serving (CBSS) sector. [Healthy Aging Alberta Initiative \(HAA\)](#), a provincial initiative led by a [Community Leadership Council \(CLC\)](#) and backboneed by United Way of Calgary and Area. This role focuses on building organizational capacity related to fund development, diversified revenue generation, and coordinated resource mobilization for Social Prescribing, Community & Home Supports, and other non-medical community support programs.

Working closely with HAA leadership and the UWCA Resource Development team, this position helps communities secure the resources they need to deliver high-quality, community-led supports for older adults. The Specialist will develop tools, provide training, cultivate relationships with funders across Alberta (including municipalities, private foundations, corporate partners, and community donors), and create opportunities for coordinated investment in the CBSS sector. This role also supports HAA's strategic fund development efforts through proposal development and collaborative engagement with potential provincial and national funders.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

Capacity Building for Funded Partners & Sector Organizations

- Deliver training, coaching, and tools that strengthen sustainability and fund development capacity among funded partners and CBSS organizations.
- Create and facilitate virtual and in-person learning opportunities focused on revenue diversification, partnership building, and sustainability planning.
- Develop resources and tools that support communities to develop strategies that support multi-funder investment into programs

Fund Development & Resource Mobilization

- Build relationships with municipalities, foundations, corporations, and other funders to create coordinated investment opportunities for Social Prescribing and non-medical supports.
- Support HAA leadership with proposal development, concept notes, and sponsorship materials.
- Explore private sector engagement opportunities, including program and event sponsorship.

Social Prescribing Sustainability Support

- Help communities develop local sustainability plans and identify potential funders aligned with their Social Prescribing work.
- Support provincial efforts to strengthen long-term sustainability for Social Prescribing through coordinated funder engagement.

Funder Relations & Partnership Development

- Connect community organizations with relevant funders and help facilitate coordinated conversations.
- Maintain an up-to-date understanding of provincial funder landscapes and emerging funding opportunities.

Internal Collaboration & Knowledge Sharing

- Work with HAA teams to ensure capacity building and fund development efforts align with provincial priorities.
- Support the development of compelling investment cases, impact materials, and funder communications.

Other

- Contribute to sector-wide initiatives, events, and summits as required.
- Perform other related duties that strengthen sustainability across the CBSS sector.

What you will bring

Experience:

- 5–7 years of experience in fund development, capacity building, community development, or related roles in the nonprofit, public, or philanthropic sector.
- Demonstrated experience developing diversified funding strategies, including grant writing, foundation outreach, municipal engagement, or corporate sponsorship.
- Strong relationship-building skills with proven ability to work effectively with community organizations, funders, and cross-sector partners.
- Experience delivering training, coaching, or capacity-building supports to organizations or networks.
- Strong writing skills with experience preparing proposals, concept notes, impact materials, and funder communications.
- Knowledge of Alberta's community-based, nonprofit, CBSS, or seniors-serving sectors is an asset.
- Post-secondary education in a related field (e.g., community development, public administration, social sciences, nonprofit management) or an equivalent combination of experience and education.
- Experience working within collective impact initiatives, networks, or multi-stakeholder collaboratives is an asset.

Attributes:

- **Relationship Builder:** Able to establish trust and credibility with community organizations, funders, and cross-sector partners.
- **Strong Communicator:** Clear, compelling written and verbal communication skills, including the ability to translate complex work into funder-friendly language.
- **Strategic Thinker:** Able to identify opportunities for sustainable investment, recognize patterns across communities, and develop scalable capacity-building approaches.
- **Facilitation & Coaching:** Comfortable leading workshops, guiding discussions, and supporting organizations through one-on-one coaching.
- **Collaborative & Network-Oriented:** Thrives in a collaborative environment and works effectively across teams and multi-stakeholder initiatives.
- **Organized & Detail-Oriented:** Strong ability to manage multiple tasks, track follow-up, and maintain organized tools, materials, and funder information.
- **Adaptive & Creative:** Comfortable navigating complexity, trying new approaches, and adapting tools for diverse community contexts.
- **Equity-Informed:** Understands how equity, inclusion, and cultural safety shape resource access and

supports capacity building that is responsive to diverse communities.

- **Results-Oriented:** Able to translate strategy into action and support organizations to make tangible progress in sustainability and resource development.

Work Environment

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Although our office is in Calgary, the successful candidate for this position on our Healthy Aging Alberta team is not required to live locally.

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for 85 years.

As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation, benefits and time off package, a hybrid work environment, and a variety of professional development opportunities.

Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

To Apply

Send **cover letter, resume and salary expectations** by 4:00 pm January 19, 2026 to hr@calgaryunitedway.org

Subject Line: Development & Capacity Building Specialist – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position; however, only those being considered will be contacted.