

**Alberta Rowing Association**

**JOB POSTING DATE: May 28, 2026**

**CLOSING DATE: End of day June 3rd, 2026**

**Administration, Operations and Fund Development Coordinator**

The Alberta Rowing Association (ARA) is seeking a highly organized, proactive, and collaborative professional to serve as our Administration, Operations and Fund Development Coordinator. This role is a blended position supporting organizational administration, day-to-day operational functions, and strategic fund development initiatives that strengthen and grow rowing across Alberta.

This position is ideally suited to an individual who thrives in a dynamic nonprofit sport environment, is comfortable managing multiple priorities, and brings strong digital organization, communication, and relationship-management skills.

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Position Summary

The Administration, Operations and Fund Development Coordinator provides integrated support across **three primary functional areas**:

- Administration — governance support, records management, scheduling, communications, and office coordination.
- Operations — organizational systems, provincial sport compliance, website administration, and regatta/event support.
- Fund Development — sponsorship cultivation, donor stewardship, grant support, and revenue diversification initiatives.

This role performs important operational infrastructure functions that support the sustainability and modernization of the Alberta Rowing Association.

Key Responsibilities

1. Administration

- Re-establish, manage, and maintain the organization's Microsoft OneDrive & SharePoint cloud-based shared drive, including:
  - file structuring,
  - naming conventions,
  - version control,

- access permissions, and
  - digital organization standards.
- Ensure document integrity, accessibility, and compliance with organizational record-keeping standards.
- Provide administrative support for human resources functions, including onboarding documentation and file maintenance.
- Coordinate internal communications and ensure timely dissemination of organizational information.
- Support scheduling, meeting preparation, agendas, and documentation as required.
- Identify and implement process improvements to enhance administrative efficiency.
- Maintain strict confidentiality and handle sensitive organizational information with discretion, including communications associated with independent safe sport complaint processes.
- Serve as lead responder for the organizational email account: office@albertarowing.ca.

## 2. Operations

- Act as lead administrator for SPAR provincial funding processes, including online grant applications and membership reporting requirements.
- Support coach education and compliance processes, including management of certifications and professional compliance through the Coaching Association of Canada's Locker system.
- Manage and maintain the ARA website using WordPress.
- Collaborate with the ARA Technical Director on tracking athlete support payments and related operational records.
- Support promotion and coordination of events, regattas, and organizational activities.
- Assist with operational coordination and day-to-day organizational functions as required.

## 3. Fund Development

- Support sponsorship cultivation and relationship development.
- Assist with donor stewardship initiatives.
- Conduct grant prospecting and support grant development activities.
- Support fundraising campaigns and revenue diversification initiatives.
- Maintain positive relationships with community partners, sponsors, and stakeholders.

## Qualifications

The ideal candidate will demonstrate:

- Strong independent organizational and administrative skills.
- Experience with Microsoft 365 and cloud-based file management systems.
- Knowledge of digital records management and document organization practices.

- Excellent written and verbal communication skills.
- Experience working in nonprofit, sport, or community organizations.
- Familiarity with WordPress website management.
- Ability to manage confidential information with professionalism and discretion.
- Strong initiative and the ability to work independently.
- Experience with grants, sponsorships, fundraising, or stakeholder engagement is considered an asset.
- Familiarity with the Canadian sport system and/or rowing community is considered an asset.

### Compensation Structure

The Alberta Rowing Association is proposing a blended remuneration model designed to reflect the multi-faceted nature of the role, including operational support, project-based work, and fund development performance.

Compensation includes:

- Continuation of the existing administrative hourly rate of \$35.75/hour;
- A monthly operational retainer of \$350;
- A temporary \$350/month project retainer for the duration of the OneDrive redevelopment and digital restructuring project; and
- Eligibility for a performance-based incentive of up to 5% of approved privately sourced sponsorship and unrestricted NGO funding secured through fund development activities, subject to Board approval.

### Position Details

- Position Type: Part-time / Contract
- Location: Alberta (remote and flexible work required)
- Reports To: Alberta Rowing Association Executive / Board
- Start Date: Immediately

### How to Apply

Interested candidates are invited to submit a current resume or curriculum vitae; submitted to the President of the Alberta Rowing Association for consideration, [c.critchley@albertarowing.ca](mailto:c.critchley@albertarowing.ca).

Selected applicants will be invited to participate in an informal introductory conversation regarding the role, organizational structure, and working environment. This discussion is intended to help candidates better understand how the position functions within a provincially governed nonprofit sport organization, including the collaborative and largely independent nature of the work, opportunities for professional growth, and ways in which the successful

candidate can remain engaged, supported, and connected within the broader rowing community and organizational leadership structure.