



Program Development Coordinator

About Us:

At HALO Air Ambulance, we're more than just a team; we're a lifeline to those in critical need across Southern Alberta and Southwest Saskatchewan. Dedicated to providing swift, high-quality medical care, we're on a mission to not only save lives but to build a safer community through education and outreach programs.

About the role:

Are you ready to make a difference? As our Program Development Coordinator, you'll be at the forefront of our organization's growth and impact. Collaborating with various departments and stakeholders, you'll ensure we have the resources, support, and partnerships needed to fulfill our life-saving mission effectively.

Responsibilities:

1. **Fund Development:** From crafting comprehensive fundraising strategies to stewarding mid-level donors, you'll play a vital role in securing financial support for our operations.
2. **Program Development:** Work closely with our leadership team to assess, develop, and expand our service offerings, ensuring alignment with our organizational goals and driving innovation.
3. **Public Relations and Communications:** contribute to maintaining our organization's visibility and reputation through strategic communications and media relationships.
4. **Stakeholder Engagement:** Cultivate positive relationships with donors, sponsors, volunteers, and community partners, collaborating to maximize our impact.
5. **Local and Regional Government Engagement:** Advocate for our mission within local and regional government bodies, seeking opportunities for partnerships and funding to support our operations.
6. **Administration:** Provide essential support to our CEO, attending board meetings, preparing reports, and assisting with administrative tasks as needed.
7. **Outreach and Training:** Take part in community outreach initiatives and assist with training programs to raise awareness and improve emergency response and safety measures.
8. **Candidate requirements:**
 - Minimum of 5 years of experience in non-profit and program development (a combination of related experience and education may be considered).
 - Strong leadership and communication skills.
 - Fundraising experience, including grant writing and donor cultivation.
 - Knowledge of public safety, emergency medical services, or healthcare systems is a plus.
 - Proficiency in relevant software and tools.
 - Passion for our mission and commitment to community well-being.

If you're ready to be part of a dynamic team dedicated to saving lives and making a difference, we want to hear from you! Join HALO Air Ambulance and help us soar to new heights in service and impact.



Program Development Coordinator

About Us:

HALO Air Ambulance is a dynamic and dedicated organization committed to providing life-saving helicopter emergency medical services and enhancing public safety across Southern Alberta and Southwest Saskatchewan. Our mission is to deliver rapid, high-quality medical care to those in critical need, while fostering a safer community through education and outreach programs.

About the role:

As the Program Development Coordinator, you will play a pivotal role in the growth and sustainability of our organization. You will participate in program development and collaborate with various departments and stakeholders to ensure we have the necessary resources, support, and partnerships to deliver on our mission effectively. Reporting directly to the Chief Executive Officer, you will play an integral role in fund development, program development, public relations, stakeholder engagement, provincial government relations, local and regional government engagement, administration, and outreach and training.

Key Responsibilities:

1. **Fund Development:**
 - a. Contribute to the ongoing development of a comprehensive fundraising strategy to secure financial support from donors, foundations, and corporations.
 - b. Identify, cultivate, and steward mid-level donors and prospects.
 - c. Grant writing, grant reporting, and grant management activities.
 - d. Participate in fundraising events and campaigns, contributing to their successful execution.
2. **Program Development:**
 - a. Collaborate with the Chief Executive Officer and the Board of Directors to assess, develop, and expand our service offerings.
 - b. Identify opportunities for program improvement and innovation.
 - c. Ensure alignment of programs with the organization's purpose and goals.
 - d. Monitor, and report on program outcomes and impact, making evidence-based recommendations for improvement.
3. **Public Relations and Communications:**
 - a. Collaborate with the Chief Executive Officer to maintain a current and relevant strategic communications plan to enhance the organization's visibility and reputation.
 - b. Maintain media relations and serve as the organization's alternate spokesperson as directed and as required.
 - c. Create compelling content for various communication channels, including social media, newsletters, event publications, and press releases.
4. **Stakeholder Engagement:**
 - a. Cultivate and maintain positive relationships with key stakeholders, including donors, sponsors, board members, volunteers, and community partners.
 - b. Collaborate with stakeholders to identify opportunities for collaboration and mutual benefit.



- c. Represent the organization at community events and meetings as directed and as required.
5. **Local and Regional Government Engagement:**
 - a. In partnership with the Chief Executive Officer, collaborate with local and regional municipal governments to ensure the smooth operation of our services.
 - b. Seek opportunities for partnerships and funding at the local and regional levels, as directed.
 - c. Advocate for the organization's mission and priorities within local and regional government bodies, as directed.
6. **Administration:**
 - a. Attend monthly board meetings.
 - b. Prepare reports for the Chief Executive Officer.
 - c. Provide assistance to the Chief Executive Officer with scheduling, correspondence, and other administrative responsibilities as required.
 - d. Participate in policy and procedure reviews, provide input on policy revision and development.
7. **Outreach and Training:**
 - a. Contribute to established community outreach initiatives to raise awareness of our programs and services.
 - b. Assist with training programs for staff, volunteers, and community members in emergency response and safety.
 - c. Measure, evaluate, and report on the effectiveness of outreach and training efforts.

Location and commitments:

- Permanent full-time role based at our Medicine Hat, Alberta office.
- The schedule is variable and irregular, involving extensive provincial and inter-provincial travel, as well as event execution and attendance. HALO Air Ambulance prioritizes work-life balance and will offer compensatory time off in lieu as needed.

Candidate requirements:

- Minimum of 5 years of experience in non-profit and program development (a combination of related experience and education may be considered).
- Strong leadership skills with a proven track record of working effectively and collaboratively in a team environment.
- Excellent communication and public speaking abilities.
- Fundraising experience, including grant writing and mid to high-level donor cultivation.
- Knowledge of public safety, emergency medical services, or healthcare systems is a plus.
- Proficiency in Google Suite, Microsoft Teams, web-based software programs, donor management systems, Microsoft Word, Microsoft Excel is considered an asset.
- A proven track record of the ability to work effectively with diverse stakeholders, including government officials and healthcare professionals may be considered an asset.
- Passion for our mission and a commitment to improving the well-being of our community.

Compensation:

- \$52,000.00 - \$62,400.00 annually, commensurate on experience.
- Annual Health Spending Account (following probation).
- 2-weeks holiday (following probation).



- Variable schedule based on 40-hour work week.

Contact us to apply:

If you would like to apply for this role, please submit a resume, cover letter, and references to our CEO, Paul Carolan at recruiting@haloairambulance.com by April 1, 2024. Please include "Program Development Coordinator" in the subject line of your email.

Join our team and help us make a meaningful difference in the lives of those we serve and the communities we support. Your dedication and leadership will contribute to our mission of saving lives and promoting public safety.