



Employment Opportunity: Area Manager – Western Canada

Summary

Position: Area Manager – Western Canada
Reports to: Director of Resource Development
Position Term: Full Time Permanent
Workplace Type: Remote – BC or Alberta
Start Date: May 2025, or when a suitable candidate is found

Established in 1983, ERDO (Emergency Relief & Development Overseas) is a registered Canadian charity that serves as the humanitarian agency of the Pentecostal Assemblies of Canada church denomination. With over 40 years of development experience, ERDO serves children and their families in more than 40 developing countries through community development, crisis response and child sponsorship programs. We are also recognized by Charity Intelligence as one of the “Top 100 Rated Charities in Canada”.

About the Role

The **Area Manager** works from a remote office, with frequent travel to meet with churches and major donors in BC, Alberta and Saskatchewan. The position emphasizes building and stewarding supporter relationships to create new and additional sources of revenue to fuel the vision of serving people afflicted by hunger, poverty and injustice. As the position is also required to represent ERDO during Sunday church services or to specialized church or other groups, some weekend or evening work, and overnight travel is required.

Key Responsibilities:

- Calling and meeting with PAOC pastors to present opportunities to financially support our focus areas of work and special campaigns
- Stewarding existing supporting churches to sustain and grow income
- Presenting opportunities to support ERDO at strategic PAOC venues including District Conferences and Youth events
- Stewarding a cluster of individual middle and large gift donors to increase touchpoints and future giving
- Tracking and reporting all interactions and future actions in a timely manner using Raiser’s Edge NXT software
- Creating a structured approach to meet personal, team and organizational fundraising objectives and key results
- Motivating high-capacity volunteers to assist in church-based fundraising activities and moving them into a stewardship cycle.

Qualifications:

- A Christian who produces theologically sound communications and is highly experienced in presenting to church audiences
- Experience fundraising and meeting or exceeding financial goals
- Comfort with and confidence in cold calling churches and engaging with all levels of church staff
- Credentials in the Pentecostal Assemblies of Canada or a demonstrated high level of engagement as a long-standing member of a PAOC church.
- Demonstrated writing and relationship building skills
- Excellent time management skills
- Experience using database systems for donor research and account management
- University degree
- Access to own reliable vehicle, and willingness to use it for travel to meetings (mileage is compensated for business use).
- Flexibility with weekly schedule which will include some evening and weekend work.

Assets:

- Previous experience with a Christian humanitarian organization performing a similar role in moves management
- CFRE certification
- A passionate calling to serve at ERDO
- Understanding of/experience within The Pentecostal Assemblies of Canada fellowship
- Familiarity with relief and development activities and principles of social justice.

How to Apply for This Role

Interested candidates should forward their resume and cover letter to am@erdo.ca with the subject line: **Area Manager – Western Canada**. In your cover letter, please explain how your application aligns with ERDO's mission, vision, and values.

Please email your resume and cover letter as one .pdf or .docx file.

Closing Date: March 10, 2025

We thank all applicants and look forward to hearing from you!

ERDO offers competitive pay, vacation, and benefits. We also match pension contributions. While we truly appreciate all applications, only those selected for an interview will be contacted. No phone calls please.

ERDO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

ERDO – 2450 Milltower Court, Mississauga ON L5N 5Z6 – www.erdo.ca