



**PORTAGE REGIONAL RECREATION  
AUTHORITY (PRRA)  
FUNDING DEVELOPMENT OFFICER – ONE YEAR TERM**

Under the general supervision of the Director of Recreation and Leisure Services, the Development and Promotions Officer is responsible for the planning, coordination and implementation of strategies to develop donors, secure advertisers, obtain sponsorship and confirm contributions.

**EXPERIENCE & QUALIFICATIONS:** The incumbent shall have a thorough knowledge in comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating people, oral and written communications skill, marketing and financial management. This knowledge would normally be acquired through two years experience and the completion of a degree or diploma in fundraising, marketing or related field and/or related experience.

This position requires demonstrated experience in fundraising and promotions. The individual is expected to be highly competent enabler of volunteers. Familiarity with computer systems is necessary.

Knowledge and experience in the following areas is required:

- Fundraising techniques
- Proposal writing
- Special events
- Fundraising reporting

**SALARY RANGE:** To be determined based on qualifications and experience.

Candidates whose skills, background and ambition meet the above requirements are invited to submit their resumes in confidence before 4:30 p.m. Friday January 8, 2010 to the address indicated below. Position description and other information available upon request.

**Human Resources, City of Portage la Prairie**  
97 Saskatchewan Avenue East,  
Portage la Prairie, MB R1N 0L8  
PHONE (204) 239-8338 FAX (204) 239-1532  
Or e-mail [HR@city-plap.com](mailto:HR@city-plap.com)  
Website: [www.city.portage-la-prairie.mb.ca](http://www.city.portage-la-prairie.mb.ca)

**APPLICATIONS MUST BE RECEIVED BY 4:30PM FRIDAY JANUARY 8, 2010 AND MARKED "FUNDING DEVELOPMENT OFFICER- PRRA".**