



Job posting Annual giving advisor

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for an annual giving advisor who will be responsible for developing, implementing, managing, and growing specific programs within annual giving to achieve the Foundation's revenue objectives.

Everything we do is for Stollery kids and their families. As a team member, you'll work in a trust-based, collaborative culture with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

The Stollery Children's Hospital Foundation is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with diverse skills, experiences and competencies. We especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the director, fundraising integration, you will:

Monthly giving and door-to-door campaigns

- Manage day-to-day transactions for the monthly giving program (Bear Hug Club) and door-to-door/calling campaign activity to maintain current donor retention rates
- Communicate regularly with monthly donors to update contact and payment information
- Collaborate and develop strategies to acquire new monthly donors, engage, steward and upgrade current monthly donors, and re-engage lapsed monthly donors
- Administer the monthly donor stewardship programs in alignment with the Foundation's donor recognition standards and protocol
- Assist with planning and implementation of monthly donor annual mailings
- Facilitate partnership with the third-party call centre to ensure monthly donor information is pro-actively captured and maintained
- Identify opportunities from the prospect criteria list established through the major gifts team for internal teams to build donor pipelines and advance Foundation goals
- Support the finance team with data entry as needed for monthly donor entries

Memorial, tribute giving and direct mail

- Collaborate with the annual giving team to develop fundraising strategies
- Monitor and share monthly-giving industry best practices and trends
- Assist memorial, tribute and direct mail inquiries as needed

General

- Record fundraising and stewardship activities in Raiser's Edge promptly, ensuring consistency of content
- Enforce policies and processes that maintain appropriate handling and confidentiality of all stakeholder information



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- Participate and provide support to Foundation special events and functions as needed
- Steward donation amounts of \$250-\$4,999 in alignment with the Foundation's donor recognition standards and protocol
- Actively promote, participate in and be an ambassador for the Foundation's fundraising activities and events
- Serve as a Foundation representative on various internal committees
- Provide support and guidance to all those who benefit or are involved in annual giving activities to foster a committed and motivated team.
- Participate in the preparation of the annual giving plans and budgets

As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in a related field or a combination of equivalent skills and experience
- Experienced with a minimum of two (2) years in fundraising or administration
- Knowledgeable of basic fund development and donor management best practices
- Able to demonstrate excellent administrative skills, with advanced knowledge of the Microsoft Office suite of products and Raiser's Edge
- An excellent communicator, able to demonstrate strong written and verbal communication skills, with strong interpersonal skills, along with the ability to deal with others effectively and to work as part of a dynamic team
- Highly disciplined with the ability to manage multiple priorities and deliver on a variety of commitments and deadlines
- Able to demonstrate planning, organizational and problem-solving skills; able to translate plans into action with a keen eye for detail
- Able to thrive in a dynamic, fast-paced environment
- Able to work with internal and external stakeholders, a wide variety of personalities and situations with discretion, especially in memorial circumstances
- Approachable, open, self-motivated, accountable, flexible, tactful and professional
- Positive with a solution-focused attitude, who takes initiative and who can work both independently and as part of a team
- Passionate about children's health and building grassroots movements
- Able to work flexible hours, evenings and weekends, and travel as required
- Able to maintain a valid class 5 driver's license with regular access to a vehicle

Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid driver's license and regular access to a properly insured vehicle

The salary range for this position is \$66,000 - \$73,500 annually.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. The position will remain open until May 29, 2024, or until we find a qualified candidate who would be a great addition to our culture.

To apply, please email: jobs@stollerykids.com

**** Enter "Annual giving advisor" in the subject line.**