



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 revenue objectives for the Foundation.

Everything we do is for Stollery kids and their families. As a member of our team, 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 a diverse range of skills, experiences and competencies, and 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:

Memorial and tribute giving

- Connect with memorial families to develop relationships, provide information on the memorial program, funding options and projects, and recognition policies
- Identify opportunities from the prospect criteria list established through the major gifts portfolio for internal teams to promote further giving opportunities
- Collaborate on donor cultivation plans with other team members and support a seamless transition to new relationship managers.
- Develop and maintain relationships with external stakeholders (i.e., funeral homes, Hospital staff) to promote Foundation memorial gift awareness and opportunities.
- Co-ordinate regular and appropriate donor/memorial fund recognition with all stakeholders in alignment with the Foundation's donor recognition standards and protocol
- Respond to inquiries in a timely and effective manner from memorial donors through phone, mail and email
- Ensure memorial and tribute-giving collateral is relevant and up-to-date
- Collaborate with the marketing & communications team to maintain an effective website presence and peer-to-peer fundraising for the memorial and tribute-giving program

Direct mail

- Support the director, fundraising integration, with campaign strategy, vendor management and end-to-end appeal logistics
- Perform administrative responsibilities, including tracking invoices and results, organizing appeal components and distributing planning resources and materials to stakeholders
- Influence and support data and stewardship procedures to improve donor retention, track donor preferences, identify prospects, and generate new revenue



Job posting Annual giving advisor

- Collaborate with supporting teams, including marketing & communications, hospital relations and finance, to source patient stories and asks, build e-blasts, request data and track appeal performance and donor engagement.
- Monitor and inform of industry best practices and trends in the field of children's health.

Monthly giving and door-to-door campaigns

- Collaborate with the annual giving team to develop monthly donor program strategies
- Assist with planning and implementation of monthly donor program annual mailings
- Support monthly donor program activity as necessary

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
- 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 of 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
- Experienced with databases
- Knowledgeable of basic fund development and donor management best practices
- Able to demonstrate excellent administrative skills, with advanced knowledge in 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 strong 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



Job posting Annual giving advisor

- 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 \$62,000 - \$70,000 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. This position will remain open until December 8, 2023 or until we find a qualified candidate who's a great addition to our culture.

To apply, please email: jobs@stollerykids.com

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