



Job posting Stakeholder Relations 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 a Stakeholder Relations Advisor who will serve as the liaison between the Stollery Children's Hospital (the Hospital) and the Stollery Children's Hospital Foundation (the Foundation), while also supporting the Foundation in its strategic partnerships with other organizations including Alberta Health Services/Acute Care Alberta and the University of Alberta.

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, LGBTQ+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the Vice President, External Relations & Communications, you will:

Hospital Relations:

- Build and nurture strong relationships within the Hospital in support of new and existing Hospital and Foundation initiatives
- Support the Foundation and Hospital's processes to identify and assess funding priorities that are in support of the Foundation's vision and objectives
- Identify opportunities to improve processes and systems for collaboration between the Hospital and Foundation
- Collaborate with fundraising teams at the Foundation to identify initiatives to connect donors with the Hospital (tours, holiday meals, breakfast program, craft nights, etc..)
- Support the Foundation's requirement to share impact with donors by working with Hospital partners to identify opportunities and bring them to fruition in working with the team to develop communication tools, including developing a process to obtain data on an ongoing basis
- Support in-Hospital fundraising initiatives, including the Foundation's Stollerific program that harnesses patient families' gratitude
- Track and ensure reporting requirements as part of funding agreements are met
- Support collaboration and teamwork between the Foundation and the Hospital

Stakeholder Relations:

- Recognizing that excellence in pediatrics is achieved through collaboration between clinical care, research, and financial support, support the Foundation in advancing its priorities



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through collaboration with key stakeholders, including Alberta Health Services/Acute Care Alberta and the University of Alberta (Faculty of Medicine and Dentistry, Department of Pediatrics, Women's and Children's Health Research Institute, etc.)

- Foster relationships for initiatives that are in support of Foundation priorities with other entities such as like-minded charities
- Support the Foundation's government relations and advocacy activities
- Perform other related duties as assigned by the manager

Team membership:

- Model the Foundation's values and leadership competencies at all times, and be an example for others
- Communicate and celebrate successes
- Be actively dedicated to continuous learning and improvement
- Promote and carry out best practices
- Collaborate with Foundation team members
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities, campaigns and events to build relationships and further the work of the Foundation

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

- Educated, ideally with related post-secondary education or a combination of equivalent skills and experience
- Experienced with a minimum of five (5) years in fundraising, and/or relevant health care, or research and innovation
- Skilled with professional experience in a health-related charitable or not-for-profit organization (preferred)
- A strategic relationship builder, with proven experience in creating and delivering strategies that align with organizational objectives and foster exceptional relationships
- A results-driven fundraiser, with a demonstrated track record of raising funds through exemplary relationship building and stewardship
- Knowledgeable in effective donor management systems, specifically Raiser's Edge
- A skilled project manager, with the proven ability to manage multiple projects and programs concurrently
- Collaborative, with a strong track record of successfully working across multiple teams simultaneously
- Relationship-focused, with exceptional ability to maintain and nurture relationships over time
- Innovative, with the ability to identify and generate creative programs that deliver impact
- Organized and goal-oriented, demonstrating excellent organizational and time management skills, the ability to meet deadlines, and the capacity to translate plans into action
- An excellent communicator, with strong written and verbal communication skills and the ability to deliver compelling presentations



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- Technically proficient, with excellent administrative, computer, and database management skills
- Able to work evenings, weekends, and travel as required to achieve goals

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 class 5 driver's license and have 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. This position will remain open until January 8, 2025 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@StolleryKids.com

**** Enter "Stakeholder Relations Advisor" in the subject line.**