



Job Posting Donor 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 Donor Relations Advisor who will maintain and enhance a Foundation-wide, comprehensive stewardship program that appropriately and consistently acknowledges, stewards, recognizes, and engages donors and stakeholders at all levels. This role will recommend, develop, and execute creative donor relations strategies to maximize donor satisfaction and retention and expertly lead large-scale donor recognition events.

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 (the 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, Donor Experience, you will:

Donor relations program oversight:

- Development of a Foundation-wide, comprehensive donor relations program that appropriately and consistently acknowledges, stewards, recognizes and engages donors and stakeholders at all levels
- Development of the annual donor relations business plan with a breakdown of key activities, events and initiatives to support the work of the Foundation and ongoing fundraising initiatives
- Build and nurture strong relationships within Foundation teams in support of new and existing donor relations initiatives
- Work with managers to ensure teams are following processes, policies and commitments related to Foundation donor relations practices
- Recommend, develop, and execute creative donor relations strategies to maximize donor satisfaction and retention
- Continuously research donor relations trends and best practices; develop and implement improved processes and ideas while elevating Foundation practices
- In collaboration with the Fundraising Integration team, establish guidelines for teams for entering donor relations-related actions in Raisers Edge
- In collaboration with the Fundraising Integration team, determine criteria needed to pull invitation lists for donor recognition event, donor wall list, and annual donor listing, ensure all updates are reflected back in Raisers Edge, ensuring consistency, accuracy and data integrity at all times



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- Maintain a schedule for content on the donor relations Microsoft Teams channel to share best practices and ideas, providing a platform for Foundation teams to collaborate, present new innovative ideas and to inspire teams to elevate service
- Work across the Foundation to identify donors and stakeholders to nominate for various external awards programs; help facilitate nominations and ensure consistent tracking
- Participate in the development and management of the donor relations budget and business plan
- Report on monthly budget variances

Project management:

- Lead the donor wall recognition program; work in collaboration with the fundraising integration team to pull the donor listing, work with teams to capture changes, mail permission letters to donors, update records as needed in Raisers Edge, ensure annual updates to the donor wall listing are completed with a high degree of integrity and attention to detail, and ensure updates are added to the static panels, interactive touch screen, and website on schedule
- Oversight of the annual donor listing for the Report to the Community; work in collaboration with the fundraising integration team to pull the donor listing, work with teams to capture changes, update records in Raisers Edge, ensure annual updates are completed with a high degree of integrity and attention to detail, and ensure updates are added to the Report to the Community and website on schedule
- Oversight of the donor wall interactive screen; ensure an annual schedule is created and maintained, content is up-to-date, processes are in place to maintain the screen at all times, and new ideas are captured and explored for enhanced donor recognition
- Lead and oversee the annual Ambassadors Reception — an event organized to thank, recognize and share impact with the Foundation's top donors and key stakeholders
- Lead and oversee the annual Donor Wall Open House – an event for donors that are new to the donor wall or have moved up to the next giving level
- Coordinate the Foundation's nominations for, and participation in, National Philanthropy Day
- Coordinate lab tours with the Women and Children's Health Research Institute and work across the Foundation to promote attendance
- Work in collaboration with the Director, Donor Experience to plan and help execute campaign milestone events and other donor recognition events as required.
- Oversight and execution of the donor relations tool kit

Other:

- Responsible for developing and nurturing key relationships with external stakeholder groups and vendors
- Responsible for all public-facing donor relations materials including annual thank you letters, naming and recognition signage, donor wall content, and any donor relations-specific content on the website
- Host donors, sponsors, and stakeholders on Hospital tours as needed
- Attend Foundation events and provide additional support as required
- Actively promote, participate in, and be an ambassador for the Foundation's fundraising activities and initiatives
- Foster collaboration across the organization to support a culture of innovation and teamwork



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- Serve as a Foundation representative on various internal committees

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 five (5) years in fundraising and/or donor relations
- Experienced in communications, event management, customer service and/or hospitality
- Able to demonstrate advanced knowledge in the Microsoft Office suite of products and Raiser's Edge database management or other CRM systems
- Knowledgeable of various fundraising streams including major gifts, planned giving, monthly giving, events, corporate giving, etc
- Experienced pulling queries and reports from Raiser's Edge or other CRM systems
- A highly skilled project managers, with an ability to take a project from concept to completion
- Able to demonstrate strong written and verbal communication skills
- Able to demonstrate superior proofreading and editing skills with a focus on accuracy and a keen eye for detail
- Highly disciplined and able to thrive in a dynamic, fast-paced environment, with the ability to manage multiple priorities/projects and deliver on a variety of commitments and deadlines
- Able to demonstrate strong planning, organizational and problem-solving skills; able to make sound decisions
- Proficient with Adobe InDesign, Illustrator and Acrobat
- A creative and innovative thinker
- Able to work with a wide variety of personalities and situations with discretion
- Approachable, open, self-motivated, accountable, flexible, tactful and professional
- Positive with a solution-focused attitude who can take initiative and work both independently and as part of a dynamic team
- Passionate about children's health and building grassroots movements
- Able to work flexible hours, evenings and weekends, and travel as required

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 access to a properly insured vehicle

The salary range for this position is \$66,000 to \$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 February 26, 2025 or until we find a qualified candidate who's a great addition to our culture.

To apply, please email: jobs@stollerykids.com

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