



## Job Posting

# Donor Relations Co-ordinator

(Interim – 6 month contract)

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 Co-ordinator to join our team for a six-month contract, with the potential for extension. In this role, you'll provide key operational and administrative support to the Donor Relations team and ensure we maintain and enhance a Foundation-wide, comprehensive stewardship program.

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:

#### Operational support:

- Support both the donor wall recognition program and annual donor listing with a high degree of integrity and attention to detail, while ensuring timely completion. Tasks include support pulling lists, circulating lists for review, sending and receiving permission to publish letters, updating donor records and adding media files to Raiser's Edge, and preparing final donor listings for publication.
- Support with annual check-ins with teams on donor relations practices, challenges, and opportunities
- Manage administrative tasks and logistics for various Foundation recognition events as required. Tasks include mail merging, setting up and managing the registration platform, mailing and/or emailing guests, collecting RSVPs, preparing name tags and registration lists, and organizing logistics such as catering, audio-visual, décor, rentals, parking, etc.
- Responsible for sending quarterly callouts for staff to submit naming and recognition requests; includes preparing briefing notes for approval, drafting plaque content, designing plaque mockups, working through approvals, ordering and installing plaques, and completing post-installation paperwork
- Maintain the naming opportunities and recognition signage database, ensuring accurate and up-to-date records at all times
- Assist in building and/or sourcing tools for the donor relations toolkit
- Ensure tasks are assigned and deadlines are identified for all associated donor relations business plan activities
- Provide support for campaign milestone events and other donor recognition events as required



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- Work with event leads to create and execute post-event stewardship plans for Foundation signature and partnership events, ensuring timelines and roles are defined and deadlines are met
- Coordinate with teams as needed to update content for the donor wall interactive screen
- Support teams in carrying out donor relations activities as needed
- Hand deliver letters, cards, or gifts to donors, sponsors, and stakeholders as needed
- Conduct research as required
- Track all donor relations-related expenses monthly

#### **Design and content development:**

- Draft content for various thank you letters, surveys, congratulatory letters, letters of support, donor naming and recognition signage, and other materials as needed following brand standards
- Design donor recognition plaque mock-ups using Adobe InDesign, Illustrator, and/or Acrobat
- Draft content for publication on the 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
- Draft content for donor wall interactive screen updates
- Draft award nomination submissions, and ensure tracking of all submissions

#### **Other:**

- Attend Foundation events and provide additional support as required
- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities and initiatives
- Foster collaboration across the organization to support a culture of innovation and teamwork
- Serve as a Foundation representative on various internal and external 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 in office administration with a minimum of two (2) years providing multi-faceted administrative support and process co-ordination, preferably in the not-for-profit sector
- Experienced in communications and event management
- Experienced in customer service and/or hospitality
- Able to demonstrate excellent administrative skills, with advanced knowledge in the Microsoft Office suite of products and Raiser's Edge database management or other CRM systems
- Knowledgeable of office administration procedures
- Able to demonstrate strong written and verbal communication skills
- Able to demonstrate strong proofreading and editing skills with a focus on accuracy and a keen eye for detail



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- 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 \$56,000 to \$62,000 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 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](mailto:jobs@stollerykids.com)**

**\*\* Enter "Donor relations co-ordinator" in the subject line.**