



Job posting Development officer, major gifts

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 development officer, major gifts who will be responsible for advancing the mission of the Stollery Children's Hospital Foundation by fostering strong relationships with potential and current major gift donors to build philanthropic support for initiatives supported by 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, 2SLGBTQ+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the director, major gifts & planned giving, you will:

Develop and manage a portfolio of major gift donors:

- Conduct research to identify potential new prospects for major gifts
- Advance donors through the donor cycle, identifying opportunities to maximize revenue potential for the Foundation
- Determine interests of donors and identify opportunities to align giving with interests
- Develop and deliver compelling proposals and presentations to support major gift opportunities
- Develop and manage donor agreements and recognition opportunities in line with Foundation guidelines
- Manage acknowledgement, recognition and stewardship activities of donor accounts to ensure donors are kept in the cultivation/solicitation cycle
- Collaborate with community members to identify and cultivate prospects
- Collaborate with Hospital and Foundation employees to resolve donor-related issues or to maximize opportunities
- Collaborate with the development and major gift teams to identify interests that align with the Foundation; support relationship transitions as required
- Ensure accurate donor information is maintained in Raiser's Edge in a timely manner
- Meet or exceed quarterly targets related to cultivation activity metrics
- Participate in key events as a representative of the Foundation to build relationships and further the work of the Foundation
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events



Job posting Development officer, major gifts

- Effectively manage a portfolio of 125+ active constituents
- Meet or exceed quarterly targets related to securing donations of \$25,000+

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
- Able to demonstrate fundraising and/or sales knowledge and has a minimum of five years of related experience
- Experienced in donor management and implementing successful revenue generation programs
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling presentations
- Able to work with a wide variety of personalities and situations with discretion; a confident, insightful and skilled relationship builder
- A strong sales and marketing professional, with the ability to manage a variety of accounts at different stages of development
- Curious and resourceful
- Approachable, self-motivated, accountable, flexible, tactful and professional
- Passionate about children's health and building grassroots movements
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once
- Positive with a solution-focused attitude who can take initiative and work independently
- Able to demonstrate excellent administrative skills, with experience in the Microsoft Office suite of products and Raiser's Edge database management
- 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 regular access to a properly insured vehicle

The salary range for this position is \$76,000 - \$86,000 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 October 24, 2023 or until we find a qualified candidate who's a great culture addition to our vibrant culture.

To apply, please email: Jobs@stollerykids.com

**** Enter "Development Officer, Major Gifts" in the subject line.**