



Job posting Development officer, sponsorship (interim – 18 months)

At the Stollery Children's Hospital Foundation, our work makes a life-changing difference for sick and injured children in our community and beyond. We believe in creating a bright future for children who inspire us to grow, to contribute and to exceed our potential. They motivate us to think big, seek new opportunities and innovative solutions, to embrace change and try new things. Everything we do is for Stollery kids and their families.

When we celebrate a team member taking time off to look after their own child who is new to their family, it creates an exciting opportunity for someone to join our team for an interim period in efforts of moving our goals forward. We anticipate the term for this position to be 18 months.

The position

Reporting to the director, corporate giving & sponsorship, the development officer, sponsorship is responsible for fostering strong relationships with potential and current sponsors to build philanthropic support for initiatives supported by the Foundation. The development officer works with sponsors to develop and advance their support, maximizes the revenue potential for the Foundation and supports the evolving and growing sponsorship needs of the Foundation while working with staff across the Foundation.

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, corporate giving & sponsorship, you will:

Develop and manage sponsor portfolio

- Conduct research to identify potential new sponsorship prospects
- Develop and deliver compelling proposals and presentations in solicitation of sponsorship
- Secure sponsor agreements and benefit opportunities
- Manage acknowledgement, recognition and stewardship activities of sponsorship accounts; gain buy-in and support from events, marketing & communications and community engagement teams
- Collaborate with volunteer solicitors, event committee members and board referrals to move prospects forward through the sponsorship cycle
- Work with Hospital and Foundation employees to resolve sponsorship-related issues and maximize opportunities



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- Identify sponsorship interests that align with the Foundation; support relationship transitions as needed
- Collaborate with leadership to explore new programs and events, allowing new sponsorship opportunities
- Maintain and create opportunities within the sponsorship portfolios
- Ensure accurate and timely sponsor information is maintained in Raiser's Edge
- Participate in key events as a representative of the Foundation to build relationships and further the work of the Foundation
- Develop and document sponsorship offerings and benefits that allow budget objectives to be met and support return on investments
- Ensure Foundation staff are aware of all sponsorship offerings and associated benefits, and have access to sponsorship tools and collateral
- Communicate the status of sponsorship inventory available to both internal and external event fundraising committees

Development lead on sponsored initiatives

- Work with appropriate teams to ensure sponsorship benefits are identified and fulfilled, budget objectives are met and return-on-investment activities are supported for signature and partnership events
- Ensure leadership is fully equipped with portfolios of sponsors and engaged in sponsorship activity where appropriate and as needed
- Participate in the gift-in-kind process with Foundation teams as needed
- Ensure consistency of sponsorship fulfillment of benefits

Leadership

- Represent the Foundation's values and leadership competencies at all times and be an example for others
- Actively promote, participate in and be an ambassador of the Foundation's sponsorship activities and events to build relationships and further the work of the Foundation
- Support the director in developing and maintaining key performance indicators and metrics throughout the fiscal year
- Develop sponsorship account dashboards and reports as needed
- Be accountable to sponsorship monthly account variance reports
- Support the director by attending required meetings and representing the Foundation internally and externally

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 two years of related experience
- Experienced in implementing successful sponsorship programs in a variety of sectors
- Designated as a Certified Fund Raising Executive (CFRE)



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- Experienced and knowledgeable in effective donor management and stewardship practices and applications, with a proven track record of independently securing gifts and meeting target goals
- Knowledgeable of budgets, expense processes and financial negotiations
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling, influential presentations
- Able to work with a wide variety of personalities and situations with discretion; a confident, insightful and skilled relationship builder and leader
- 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 5th, 2023, or we find a qualified candidate who's a great addition to our culture.

To apply, please email: Jobs@stollerykids.com

**** Enter "Development Officer, Sponsorship" in the subject line.**