



Job posting

Donor relations co-ordinator

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

In this new position, the donor relations co-ordinator will be responsible for providing operational and administrative support to the donor relations team and ensuring 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 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 director, community engagement & liaison for the Stollery Children's Hospital, you will:

Donor relations:

- Support both the donor wall and annual report recognition programs with a high degree of integrity, while ensuring timely completion. This includes list management responsibilities, conducting a final review of donor listings, sending and receiving permission to publish letters, and updating donor information and media files in Raiser's Edge
- Support Foundation-wide focus groups — prepare agendas, take minutes and assist in following up with teams as needed
- Manage administrative tasks and logistics for various Foundation recognition events as required. This may include mail merging, mailing and/or emailing invitations, collecting RSVPs, preparing name tags and registration lists and organizing logistics such as catering, audiovisual, decor, rentals, parking, etc.
- Use Raiser's Edge to pull distribution lists for stewardship/recognition purposes ensuring consistency, accuracy and data integrity at all times
- Assist with creating impactful post-event thank you packages for donors, sponsors and stakeholders
- Maintain the naming opportunities and recognition signage spreadsheet and associated inventory, and prepare all naming and recognition agreements
- Conduct research as required

Impact reporting, writing, and editing

- Assist in researching and writing compelling stories and impact reports related to funding priorities and donor impact in an effort to demonstrate how the Foundation is helping to advance children's health



Job posting

Donor relations co-ordinator

- Draft various thank you letters, surveys, congratulatory letters, letters of support, recognition plaques and other materials as needed, following Foundation brand standards
- Draft content for health promotional days, impact reports, campaign updates, virtual hospital tour and other areas as needed
- Responsibly handle confidential information related to the Foundation and its donors, patient families, employees, Hospital partners, board of trustees, volunteers and other stakeholder groups
- Maintain the impact toolkit ensuring information is up-to-date and accessible to staff on a timely basis
- Ensure the virtual hospital tour content is maintained and updated on an annual basis

Other

- Participate in established outreach programs to ensure programs consistently meet the volunteer engagement metrics
- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities, campaigns and events
- Represent the Foundation at any awareness or community engagement booths
- Foster collaboration across the organization to support a culture of innovation and teamwork
- Serve a Foundation representative on various internal and external committees
- Support other community engagement projects and processes as prioritized and needed

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
- 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
- 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



Job posting Donor relations co-ordinator

- 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

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 May 31, 2023 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 co-ordinator" in the subject line.**