

Job Posting

Annual Giving & Stewardship Coordinator

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the support of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces for 21 Covenant hospitals and continuing care sites across Alberta.

Covenant Foundation is seeking an experienced professional to join the team and make an impact with opportunities for personal and professional growth. This role will require an individual who has strong relationship-building skills, experience in donor acquisition, and the ability to engage with donors in a variety of settings.

Reporting to the Director of Annual Giving and Stewardship, the **Annual Giving & Stewardship Coordinator** is responsible for leading and assisting in executing the annual giving and stewardship programs.

As our Annual Giving & Stewardship Coordinator, your responsibilities will include:

- Support the execution of annual giving programs, including direct mail, tele-fundraising, events, digital campaigns, and monthly giving.
- Provide leadership in arranging our annual Harvest Moon Ball event to ensure successful fundraising efforts are reached for vital support of seniors' health and well-being.
- Support a variety of stewardship events to ensure successful fundraising and cultivation efforts are achieved.
- Liaise with consultants and vendors to ensure project management requirements are met and act as a resource for information, support, and promotional materials.
- Provide support as needed to the Director in alignment with current strategic plans and stewardship planning.
- Collaborate effectively with the Stewardship Lead and the Director to ensure timely and appropriate donor recognition.
- Work effectively with the Director and Stewardship Lead to plan, execute, and track activities and goals to ensure successful implementation of steps required in events and strategies.
- Other responsibilities include flexibility in scheduling to provide support at events outside of regular work hours, assistance with entering database information as backup when required, ongoing database tracking and entry in Raiser's Edge while ensuring data accuracy and integrity, and administrative support for invoicing requirements.

The ideal candidate will demonstrate the following details in their resume:

- Post-secondary degree or diploma preferred, or 2-4 years of related work experience in fundraising, sales, events, marketing, or account management.
- Experience working in sales or donor solicitations.
- High level of understanding and experience with computer programs, such as

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Microsoft Office and Outlook.

- Familiarity with CRM databases; experience in Raiser's Edge considered an asset.
- Evidence of superior relationship-building skills and interpersonal skills to engage stakeholders, both internally and externally.
- Excellent communication and public presentation skills with an ability to present (virtually or in-person) to both small and large groups.
- Proven ethical practice using a high level of integrity and good judgement.
- Attention to detail, strong organizational skills, and demonstrated ability to manage a variety of complex projects concurrently to a high standard of excellence.
- Ability to work independently and in a team environment and use independent judgment to troubleshoot issues.
- A strong work ethic, combining energy, enthusiasm and initiative to exceed expectations.

Why Covenant Foundation?

- We believe in supporting our employees holistically by providing:
 - Competitive pay: \$57,000 – \$62,000 per annum based on a 35-hour workweek.
 - Comprehensive benefit package.
 - Pension plan.
 - Flex spending account.
 - Hybrid work environment (1-2 days per week in the office, or more if that's your preference).

To Apply

Please email your cover letter and resume in one document to Crystal Clayton at crystal.clayton@covenanthealth.ca. Please note in the subject line: **AGS COORDINATOR**.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their resume.

Commitment to Diversity, Equity, Inclusion and Accessibility

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging, and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to crystal.clayton@covenanthealth.ca.