



Development Officer

<u>Date Posted:</u>	October 11, 2019
<u>Position Posted:</u>	Full Time – Lethbridge, AB
<u>Term:</u>	Permanent
<u>Availability:</u>	Immediate

ORGANIZATION OVERVIEW

Covenant Foundation's fundraising efforts focus on healthcare priorities in both acute and long term care facilities across the province:

- Covenant Centre's of Excellence: Mental health care, Seniors Care, Palliative care, and Rural Health;
- Tomorrow Possibilities: Funding breakthrough research, technologies, and innovations that advance care, and build the capacity and expertise of health care professionals;
- Revitalizing Facilities: Deliver high quality care to the greatest number of patients and residents
- State-of-the-Art Equipment: Technologies to advance patient and resident care;
- Compassionate Care and Programs: Increase the physical emotional, social care of patients, residents and their families.

THE ROLE

Reporting to the Vice President, Philanthropy, the Development Officer will be responsible for managing all aspects of the gift cycle to grow and diversify fundraising revenue for Covenant Foundation-supported facilities in southern Alberta. The Development Officer also provides oversight to the planning and execution of special events and leads event sponsorship solicitation.

KEY RESPONSIBILITIES

- Actively participate in developing and executing the Covenant Foundation Major Gift program utilizing approved fundraising pillars;
- Demonstrate a high level of knowledge of the case for support for priority fundraising;
- Work with senior leadership to identify, develop, engage and support volunteers as assigned, including the Philanthropy Committees;
- Manage a portfolio of prospects, including corporate donors, foundations, and individual philanthropists;
- Research fundraising priorities to become knowledgeable and articulate;
- Develop a collaborative working relationship with Covenant site leads to effectively implement the major gift fundraising program, including communicating and helping to identify potential donors and champions;

- Manage and coordinate all aspects of the gift cycle: identification, cultivation, solicitation, and stewardship;
- Identify and manage top prospects, including discovery calls, face-to-face meetings, etc.
- Develop, write, and present proposals to prospective donors;
- Develop strong and sustainable relationships with donors, prospective donors, volunteers, health care providers and key stakeholders;
- Coordinate donor relations activities and initiate appropriate stewardship plans;
- Provide customer service and act as site liaison, including providing support and direction to Covenant staff and donors related to donation or fund inquiries;
- Complete thank you calls, notes, complete gift agreements and checklists as required;
- Maintain donor records in Raiser's Edge to manage fundraising goals and revenue projections in support of the goals of the organization;
- Provide updates to Senior Leadership for the Board of Directors on fundraising activity and Philanthropy activities and achievements;
- Act as an ambassador for healthcare philanthropy and raise the profile of Covenant Foundation in the community;
- Other duties as assigned.

SPONSORSHIPS

- Builds and implements an Annual Sponsorship Plan for Foundation-led events in southern Alberta;
- Solicits sponsors to achieve revenue targets for signature events, ensuring all pledges and sponsorship agreements are correctly processed and properly tracked internally;
- Acts as the main point of contact for sponsor questions and requests;
- Works with other staff, as required, to ensure all sponsorship commitments are correctly fulfilled, including (but not limited to) proper logo usage, recognition, ticket and table distribution, collection of guest names, signage, etc.

EVENT OVERSIGHT AND SUPPORT

- Works with Covenant Foundation leadership, special event committees and Covenant Health (as appropriate) to provide oversight to high-level events that raise funds, increase awareness, and build Covenant Foundation's brand in the community;
- Makes recommendations for stewardship strategies for sponsors, donors and event participants, and works with the Development team to ensure all are properly recognized, accounted for in Raiser's Edge and stewarded according to the Foundation's stewardship processes and protocols;
- Responds to enquiries from the public about events, including assisting with media requests.

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- A minimum of 5 years in a senior sales or fundraising role;
- A Bachelor's Degree or comparable post-secondary education required;
- CFRE designation an asset.

ATTRIBUTES AND ABILITIES

- Strong written and verbal communication skills; the ability to effectively influence;
- Able to foster an environment of teamwork among all departments;
- Professional, credible and accountable;

- Strong research skills; able to develop an understanding of communities/demographics around sites;
- The ability to learn and understand policies and programs in a complex and multifaceted organization;
- Strong customer service skills and an ability to develop effective relationships with donors;
- Strong organizational and time management skills;
- A strategic thinker with a focus on achieving project milestones;
- The ability to manage and balance expectations of multiple stakeholder groups, (including Senior Leadership, healthcare facilities and volunteers) and donor/prospects to ensure objectives are met;
- Excellent problem solving skills;
- Working knowledge of Raiser's Edge an asset;
- Ability to remain optimistic through adversity; can see the bigger picture.

WORKING CONDITIONS

- Some travel to various sites around Medicine Hat and Banff required; reliable access to transportation required;
- Some early morning, evening, and weekend work required.

To explore this opportunity further, please send your resume and cover letter to foundation@covenanthealth.ca. This posting will remain open until a suitable candidate is found.

Job Types: Full-time, Covenant Foundation supports Covenant Health, Covenant Care, and Covenant Living and the more than 150-year legacy of healing the body, enriching the mind, and nurturing the soul, by raising funds to support 20 Covenant led hospitals and facilities across the province of Alberta