



## Job Posting Development Officer

**POSITION:** DEVELOPMENT OFFICER  
**REPORTS TO:** Vice-President, Philanthropy  
**STATUS:** Full-Time, Permanent  
**DATE:** May 2022

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 invest in transforming health care and to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, from birth through every stage of life. The funds we raise support compassionate programs and services, leading-edge research and education, and state-of-the-art equipment for healthcare teams, patients, residents and their families at 20 Covenant hospitals and facilities across Alberta.

**We're seeking an experienced professional to join our team in the full-time, permanent position of Development Officer.**

Reporting to the vice-president, philanthropy, the development officer is responsible for managing a complex portfolio of individual donors, corporate donors, community partners, grants and foundations, developing and implementing programs to grow and diversify fundraising revenue for Covenant Foundation-supported facilities.

As a key member of the development team, the development officer contributes to meeting fundraising goals by identifying, profiling and prospecting mid-major level donors, developing strategies for cultivating relationships and soliciting gifts; writing proposals, conducting a high volume of phone and face-to-face meetings with prospects; closing a substantial number of solicitations, and effectively stewarding donors.

### **What You'll Do**

- Maintain a pipeline of active donors, moving prospects from identification, through to cultivation, solicitation and stewardship
- Develop, coordinate, and implement prospect identification strategies
- Ensure accuracy and timely updating of donor activity using Raiser's Edge
- Share development activity with the fundraising team and prepare profiles on prospects for transformational giving opportunities
- Provide accurate and timely reports on activity metrics, progress, and revenue forecasts
- Collaborate with the development team to deliver, grow, and evaluate giving programs, implementing strategies to recruit new donors and re-engage lapsed donors
- Ensure prompt, tailored donor recognition and stewardship in alignment with foundation donor management strategies
- Collaborate with Covenant Health/Care/Living staff and community stakeholders to maximize fundraising potential
- Develop and deliver compelling grant proposals, briefing notes, presentations, and other materials in all stages of the donor journey
- Prepare accurate gift agreements in consultation with the CEO and legal counsel

- Promote a positive, collaborative atmosphere within the foundation and Covenant Health/Care/Living, working cooperatively with all team members to achieve personal, departmental and foundation goals
- Represent Covenant Foundation by actively participating in, promoting and being an ambassador of foundation fundraising activities, events, public appearances, and presentations
- Maintain up-to-date knowledge of giving vehicles and the tax aspects of these vehicles, as well as general knowledge of trends and legislation affecting philanthropy
- Monitor emerging trends and issues in fundraising, event planning, health care and the markets we serve
- Seek opportunities to enhance skills through personal and professional development opportunities

### **What You Offer**

- A demonstrated knowledge of fundraising strategies and relationship management
- Ability to articulate and translate the importance of the Covenant Foundation/Covenant family mission, vision and values into fundraising success
- Understanding of, and dedication to, fundraising measurement, metrics and evaluation
- Demonstrated experience closing complex commitments, including gift and naming agreements
- Excellent oral and written communication with demonstrated presentation skills
- Strong database management and computer skills, including Raiser's Edge or other CRM systems, Access, and Microsoft Office
- Natural ability to build rapport and credibility with program officers, donors, corporate leaders, sponsors, volunteers and committee members
- Demonstrated relationship-centric approach, creativity and attention to detail
- Proven ability to work individually and as part of a team
- Exceptional relationship builder with excellent interpersonal skills; is open, approachable, inclusive and tactful
- Ability to work flexible hours, as evening and weekend work may be required
- Ability to travel within the Edmonton area and throughout the province. A valid driver's license and access to a reliable vehicle is required
- Must be able to pass a criminal record check
- Must be fully vaccinated for COVID-19

### **Your Qualifications**

- University Degree, diploma or equivalent work experience within the fundraising profession or related corporate/sales activity
- Five to seven years of professional experience in the non-profit development field, with a history of success meeting and exceeding fundraising goals
- Proven success in creating and delivering mid-level giving programs with measurable results
- CFRE designation and direct experience in healthcare fundraising are considered assets



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### What We Offer

- Competitive salary: \$65,000-\$72,000
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Flexible work environment (currently remote; will shift to a hybrid remote/in-office model when safe to do so)
- Culture code: Respect, Innovation, Teamwork, Engagement

### How to Apply

Interested applicants are asked to email their résumé and cover letter by **June 10** to [foundation@covenanthealth.ca](mailto:foundation@covenanthealth.ca) \*\* Please include "**DEVELOPMENT OFFICER**" in the subject line.

*This position is open to applicants based in Edmonton, Calgary, Banff and southern Alberta.*

This position will remain open until filled.