



Employment Opportunity

Donor Relations Intern

Limited Term: August 23 - November 12, 2021

Calgary Health Foundation is a philanthropic organization established in 1996 to unite donors, hospitals, health care providers and community partners with the ambitious aim of revolutionizing health outcomes. Together, we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care and advanced trauma centres. Through collaboration, unrelenting persistence and a sharp focus on care, wellness and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

THE ROLE

Receiving day-to-day guidance from the Manager, Donor Relations, the Donor Relations Intern will support the fundraising initiatives of the Calgary Health Foundation. The intern will work as part a team that is specifically responsible for executing various types of donor communications that touch on all four of the donor relations pillars: stewardship, recognition, acknowledgement and engagement.

KEY RESPONSIBILITIES

- Assist with the coordination and execution of donor relations events and supporting materials
- Assist with the management of Calgary Health Foundation's physical recognition initiatives
- Support the creation of communication materials for donors in both print and digital formats that align and compliment the organization's brand refresh
- Leverage opportunities to share content with the Engagement & Advocacy team to post online in various formats including blogs, social media and web content
- Stay current with donor relations trends and other areas affecting the fundraising business
- Assist with research and measurement of donor relations initiatives
- Participate in weekly team meetings
- Develop work-back calendars and progress reports
- Organize and maintain donor relations files and archives history in Raiser's Edge
- Provide administrative support, as needed
- Perform other duties, as assigned

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- Post-secondary education in public relations, communications, marketing, journalism or event management

- Proficient with Microsoft Office products – Word, Excel, PowerPoint and Outlook
- Experience with Raiser’s Edge is an asset
- Previous experience coordinating events is an asset

ATTRIBUTES AND ABILITIES

- Excellent oral and written communication skills
- Professional and personable
- Strong project management, organizational and time management skills
- Logical, work-oriented and analytical; a critical thinker
- Attention to detail is essential
- High energy, flexible and able to take initiative and work both independently and as part of a team

WORKING CONDITIONS

- Sedentary computer work in an office and home setting
- Some travel to hospital sites and community events required
- Occasional evening and weekend work

APPLICATION INFORMATION

To explore this opportunity further, please send your resume and cover letter, in confidence, no later than July 27, 2021 to:

Karen Longden
Manager, People Services
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