



Development Officer Full time Permanent (38.75 hours/week)

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

Reporting directly to the Director, Development and Campaigns, the Development Officer is responsible for ensuring the success in Calgary Health Foundation's Major Gifts Program. The Development Officer will be responsible for advancing the mission of Calgary Health Foundation by fostering strong relationships with donors and friends of the Foundation and will generate philanthropic support from individuals, corporations, and foundations by managing a portfolio of donors and prospects.

KEY RESPONSIBILITIES

Major Gift Fundraising Responsibilities:

- Actively manage and grow a portfolio of 100-120 donors and prospects, with a focus on major gifts (\$25,000 - \$999,999)
- Work collaboratively with the Prospect Research Team to identify and qualify individual and corporate prospects with major gift capacity
- Move qualified major gift prospects through the donor cycle and work with the Donor Relations team to build stewardship strategies
- Confidently articulate Calgary Health Foundation's mission, current and emerging fundraising priorities, and campaign details
- Utilizing principles of relationship management, meet individually with current and prospective donors to build meaningful relationships, identify philanthropic interests, and align donor objectives with the Foundation's priorities
- Develop customized cultivation strategies and manage leadership and volunteer involvement therein
- Prepare briefing documents, presentations, gift agreements and other materials as required.
- Support the fundraising strategy for a variety of projects by working closely with the Senior Development Officers, engaging volunteers, and assisting with other duties as required to advance the major gift portfolio.
- Meet defined annual metrics and be accountable for reporting progress throughout the year.

Community Relationship Responsibilities:

- Ensure that all donors in the portfolio are recognized according to the donor recognition vehicles within Calgary Health Foundation for Alberta Health Services



- Maintain constructive relationships with Alberta Health Services, site staff leaders, volunteers, and external partners
- Identify, engage, coach, and support influential community leaders in fundraising activities

Administration and Technology Responsibilities:

- Ensure timely and accurate maintenance of all account information in Raiser's Edge database including fundraising activities, gift coding, donor recognition and stewardship activities
- Other duties as assigned

QUALIFICATIONS

Mentorship will be provided in this position as part of our succession planning.

- Minimum 3 years of major gift fundraising, sales experience or other transferable skills managing a portfolio with demonstrated results
- Charitable sector experience is considered an asset; Post-secondary education is preferred.
- Experience in volunteer management is an asset
- Experience in health care or health care philanthropy is an asset
- Experience working with Raiser's Edge or CRMs is an asset

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Enthusiastic, self-motivated, professional and committed to excellence
- Ability to work independently as well as collaboratively and cooperatively with teammates, and with a variety of personalities and leadership styles
- Excellent organizational ability, capacity to set priorities, meet deadlines and manage several projects simultaneously in an environment with multiple and competing priorities
- Excellent written and verbal communication, interpersonal and presentation skills
- Able to articulate confidently and effectively with all levels of internal and external contacts.
- Acceptance of the mission and principles of the Donor Bill of Rights and Ethical Standards as outlined in professional fundraising practice (AFP)
- Familiarity with fundraising techniques and strategies for each phase of the donor engagement cycle (qualification, cultivation, solicitation and stewardship)
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and experience with relational databases and CRMs, such as Raiser's Edge
- In alignment with best practices, seek and support innovative approaches for donor engagement and stewardship
- Strong focus on accountability

WORKING CONDITIONS

- Travel to various sites around Calgary required; access to a reliable vehicle required
- Some early morning, evening and weekend work may be required
- Long periods of sedentary computer work

APPLICATION INFORMATION

Please note that all Calgary Health Foundation employees are required to provide proof of full COVID-19 immunization upon hire as a condition of employment.

We thank all applicants for their interest in this role and Calgary Health Foundation; please note that we will only be contacting candidates selected for an interview.



To explore this opportunity further, please send your resume and cover letter, in confidence, no later than July 8, 2022 to:

Rosaline Akinokun
Manager, People Services
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