



Philanthropy Coordinator 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 to the Vice President, Philanthropy, the Philanthropy Coordinator will be part of a dynamic fundraising team that raises funds to support healthcare in Calgary. The Philanthropy Coordinator will provide administrative support across the Philanthropy team as well as some dedicated support to the Vice President, Philanthropy.

As a member of the Philanthropy team, the Philanthropy Coordinator will provide coordination support to the entire Philanthropy team as well as providing support for the four Fund Development Councils associated with the acute care sites (Foothills Medical Centre, Rockyview General Hospital, Peter Lougheed Centre, and the South Health Campus). The Coordinator supports the overall goals of the Calgary Health Foundation by ensuring the accurate and timely capture of relevant information on current donors and prospects that will help guide decision-making and generate gifts.

KEY RESPONSIBILITIES

- Provide calendaring and some administrative support to the Vice President, Philanthropy
- Organize and coordinate strategy for and secure meetings with high-level internal and external stakeholders (including physicians, Alberta Health Services leadership and employees, and Calgary Health Foundation executives), and preparing/compiling briefing notes and presentations as needed
- Overall support and organization, including supporting fundraisers in tracking pipeline movement of donors, prospect tracking, strategy, task assignment, and maintenance of timelines
- Assist leaders with the implementation of fundraising plans, including coordination of activities related to the cultivation, solicitation and stewardship of prospects
- Schedule meetings and record minutes as needed for Fund Development Councils and other volunteer cabinets
- Organize and monitor volunteer assignments and follow-up and assist in all aspects of volunteer-led events
- Administration of fundraising volunteer toolkit with ongoing updates and revisions

- Work with donor relations and stewardship staff to ensure consistent and timely recognition and ongoing stewardship for all Calgary Health Foundation donors
- Maintain master campaign calendar with cultivation, solicitation and stewardship events
- Maintain updated inventory of naming opportunities
- Maintain Raiser's Edge database with accurate prospect and donor records (all biographical information, donations, actions, moves, pledges, and pledge payments)
- Assist in coordinating special events, meetings, and receptions as needed
- Responsible for the gift agreement process including drafting agreements, obtaining signatures, working closely with the Finance team to appropriately code gifts, and completing checklists
- Assist leaders in preparing and submitting reports as required by granting foundations and institutions
- Create data queries and pull reports as needed
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Completion of 1 or 2 years post-secondary education in any discipline
- 3 years of previous experience in an administrative role, preferably in a fundraising setting
- Previous experience supporting executive level positions is an asset
- Experience and knowledge in fundraising, specifically capital campaigns is an asset

ATTRIBUTES AND ABILITIES

- Excellent communication and problem solving skills
- Strong proficiency in Excel, Word, Outlook, and PowerPoint
- Proficient computer skills, experience using Raiser's Edge or similar software is an asset.
- Excellent planning and organizational skills; the ability to prioritize and manage multiple tasks is essential
- Demonstrated professionalism, with a strong understanding of confidentiality, diplomacy and good judgement within established guidelines.
- The ability to work under pressure and to meet multiple deadlines
- Strong interpersonal skills and the ability to develop strong working relationships
- Attention to detail and accuracy

WORKING CONDITIONS

- Primarily sedentary office work with long periods of time at a computer
- Some work at various sites around Calgary may be required (i.e. hospitals, events)
- Occasional early morning, evening, and weekend work may be required

APPLICATION INFORMATION

Salary Range: \$46,000 - \$61,500 per year, depending on the candidate's skills and qualifications.

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 October 14, 2022 to:

Rosaline Akinokun
Manager, People Services
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