



## Senior 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. Please click [here](#) if you would like to learn more about our 25 years of impact.

### THE ROLE

---

Reporting directly to the Director, Development and Campaigns, the Senior Development Officer is responsible for ensuring the success in Calgary Health Foundation's Major Gifts Program. The Senior Development Officer will be responsible for advancing the mission of Calgary Health Foundation by fostering strong relationships with friends, and donors, 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 80-120 donors and prospects, with a focus on, major (\$25,000 - \$999,999) and leadership (\$1,000,000+) gifts.
- Work collaboratively with the Prospect Research Team to identify and qualify individual and corporate prospects with major gift capacity.
- Cultivate, solicit and work with the Donor Relations team to build stewardship strategies for qualified major gift prospects.
- 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 board involvement therein.
- Prepare briefing documents, presentations, gift agreements and other materials as required.
- Lead assigned campaign and/or fundraising priority by building the fundraising strategy, engaging volunteers, working closely with the Engagement & Advocacy team on case development and being the subject matter expert for the Development & Campaign team.
- Mentor Development Officers in fundraising strategies
- Meet defined annual metrics and be accountable for reporting progress throughout the year.
- Assist in other duties as required to further the goals of the Major Gifts team and the Foundation

#### 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 and CHF staff, volunteers and external partners.
- Identify, engage, coach, and support influential community leaders in fundraising activities

#### **Administration and Technology Responsibilities:**

- Ensures 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**

- University degree or College diploma in business or equivalent major gift experience, a combination of post-secondary education and experience will be considered
- Minimum 7 years of direct fundraising experience
- Demonstrable track record in securing and stewarding philanthropic gifts, grants, and sponsorships at a \$100,000+ level.
- Previous fundraising campaign experience an asset
- Knowledge of health care philanthropy is an asset
- Proficiency in Raiser's Edge is an asset

#### **KNOWLEDGE, SKILLS & 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 organization 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)
- A thorough understanding of 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 database 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 required

#### **APPLICATION INFORMATION**

Salary Range: \$69,000 to \$103,000



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.

This opportunity will remain open until a suitable candidate is identified. To explore it further, please send your resume and cover letter, in confidence, to:

Rosaline Akinokun  
Manager, People Services  
[rosaline.akinokun@calgaryhealthfoundation.ca](mailto:rosaline.akinokun@calgaryhealthfoundation.ca)