

We're looking for a
PHILANTHROPY OFFICER
(14-month maternity leave contract starting August 1, 2017)

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$110 million in the 29-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Philanthropy Officer ...

- This position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- We are a small but mighty team and this position is ideal to grow your burgeoning fundraising career
- If you love fundraising, have a keen eye for detail and top-notch administrative skills, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by **June 26, 2017** via email to Jim Bindon - Director, Philanthropy at jim@pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.

Job Profile

PHILANTHROPY OFFICER – 14 Month Maternity Leave Contract

Summary of Role:

- Responsible for the management of a portfolio of mid-level donors and raising funds by employing cultivation, solicitation and stewardship strategies - *Caring Circle*
- Responsible for management of the Realtor Challenge program
- Ensures a very high standard of customer service

Reports to:

- Director, Philanthropy

RESPONSIBILITIES:

Major Gifts and Mid-Level Donors:

- Assists with annual and strategic planning activities within the mid-level Gifts Program
- Assumes primary responsibility for the overall fundraising success of a designated portfolio of donor accounts in order to renew and upgrade donors and cultivate new prospects and meet fundraising targets
- Employs a moves management system and pipeline to build the major donor program and advance relationships with donors in a timely manner
- Works closely with the Director, Philanthropy and Senior Philanthropy Manager
- Manages the *Realtor Challenge* program
- Works with community and service clubs, ie: Rotarays and Legions
- Secures a range of donations for various campaigns and special projects by:
 - Conducting prospect research on prospects and donors
 - Developing and executing tailored strategies for engaging prospects and donors, utilizing various strategies as appropriate including Direct Mail and face-to-face visits
 - Creating detailed proposals and applications for support
 - Making person-to-person donor contact
 - Ensuring proper follow-up, stewardship and recognition opportunities are utilized and ensuring pledge payment fulfillment
 - Conducting tours of hospital/health centre facilities

- Arranging meetings between prospects/donors and senior leaders of the Foundation and/or hospital
- Work closely with volunteer committee members including board members and community stakeholders
- Supports the Director by providing regular updates on activities and other initiatives as necessary
- Liaises with the events team to execute donor events as required
- Assists in the development and maintenance of donor profiles, program policies and procedures and filing systems with the Philanthropy Assistant
- Facilitates securities donations and works with finance as appropriate
- Works collaboratively with team members to maximize revenue generation/meet goals and objectives of the organization
- Ensures adherence to CRA regulations and all foundation policies

General:

- Produces ad hoc reports as requested
- Works with the Information Systems Specialist on list pulls, to create queries, coordinate file and mail merges and donation pledge reports, etc. from database
- Provides additional support to the Director as required
- Maintains accurate donor/prospect files as required both in The Raiser's Edge and in hard-copy files

EDUCATION AND EXPERIENCE

- An undergraduate degree or diploma in communication, creative writing, project management, or business or equivalent combination of education and experience
- 5+ years office administrative experience – including demonstrated experience providing clerical and customer service support
- Experience working in a fundraising environment and working with The Raiser's Edge an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of fundraising principles
- Exceptional interpersonal skills including good judgement, diplomacy, sensitivity and tact
- Ability to collaborate and work effectively as part of a team
- Demonstrated initiative and follow through
- Comfortable making cold calls
- Ability to work evenings and weekends as required



- Proven success in building and maintaining donor and volunteer relationships
- Proven ability to work successfully with senior volunteers
- Demonstrated ability to engage a wide variety of stakeholders
- Strong ability to analyze, plan, initiate and complete projects in a timely manner
- Proven business development abilities and results orientated
- Strong attention to detail and excellent multi-tasking and time management skills
- Exceptional written and oral communication skills
- Proficient using Microsoft Office Suite
- Working knowledge of The Raiser's Edge (fundraising software) a definite asset
- Understanding of issues facing healthcare and fundraising

