



We're looking for a

PHILANTHROPY OFFICER, CORPORATE & COMMUNITY PROGRAMS

(Full-time, Permanent – Salary Range \$50,000-\$70,000)

We are...

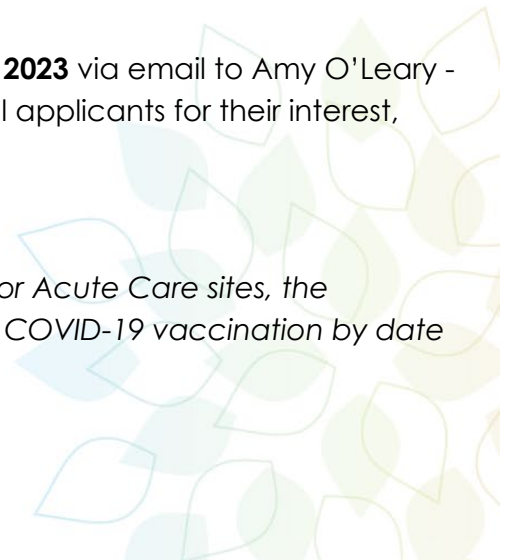
- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$210 million in the 35-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Philanthropy Officer, Corporate & Community Programs...

- 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 to network, meet new people, and can engage with a variety of businesses and organizations, we want to hear from you!

Applicants should send a resume and cover letter by **March 3, 2023** via email to Amy O'Leary - Director, Philanthropy at amy@pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.

Please note: in order to comply with BC's Public Health Order for Acute Care sites, the candidate must have received, or be willing to receive the full COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required.



Job Profile

PHILANTHROPY OFFICER, CORPORATE & COMMUNITY PROGRAMS

Summary of Role:

- Responsible for the management of a portfolio of corporate and community donors, and raising funds by employing cultivation, solicitation and stewardship strategies
- Manages the Physician Engagement program
- Works in collaboration with the Director on Capital Campaigns
- Ensures a very high standard of customer service

Reports to:

- Director, Philanthropy

Direct Reports:

- None

RESPONSIBILITIES

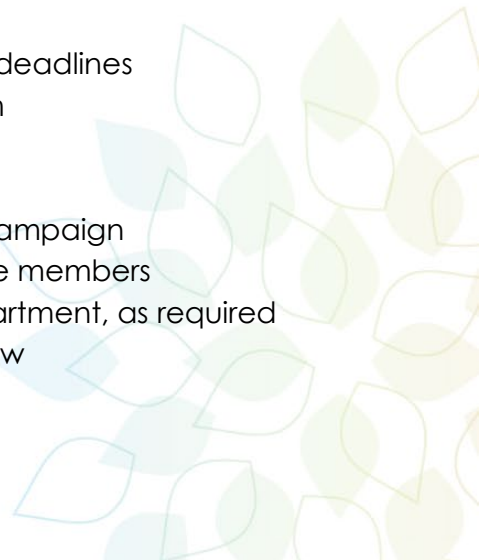
- Assumes primary responsibility for the overall fundraising success of a designated portfolio of donor accounts in order to renew and upgrade donors and cultivate new prospects and meet fundraising targets
- Employs a moves management system and pipeline to build the corporate donor program and advance relationships with donors in a timely manner
- Assists with annual and strategic planning activities within the Corporate and Community Program

Grants/Foundation:

- Researches possible funding prospects
- Creates a calendar for foundation and grant submission deadlines
- Assumes responsibility for revenue targets for the program

Employee Engagement Program:

- Develop and implement an annual Hospital Employee Campaign
- Recruit and work with Employee Engagement Committee members
- Makes presentations to Hospital employees in every department, as required
- Coordinates and implements the Foundation's 50/50 draw



- Assumes responsibility for revenue targets for the program

Physician Engagement Program:

- Works with Philanthropy Officer, Mid-Level Giving and Engagement to work with physicians on site, including onboarding activities
- Assist with the Physician solicitations as part of key campaign fundraising activities, as required
- Plan and execute an annual Physician Giving Solicitation

Local Business Campaign:

- Develops annual strategy to engage local businesses to support the Foundation
- Produces collateral, coordinates events and meets with local business owners
- Assumes responsibility for revenue targets for the program

EDUCATION AND EXPERIENCE

- Diploma or degree or designation in fundraising, not-for-profit management, marketing and communications or an equivalent combination of education and experience
- 3+ years direct and progressive fundraising or marketing experience; with an emphasis on sponsorship or sales experience
- Must have demonstrated project management experience

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 fundraising databases a definite asset
- Understanding of issues facing healthcare and fundraising
- Proficient in a second language such as Mandarin or Punjabi an asset

