



## **Job Posting**

### **MAJOR GIFTS OFFICER**

Covenant is a community of organizations — Covenant Health, Covenant Care, Covenant Living, Covenant Family Health and Covenant Foundation — working together to serve Albertans with compassion and dignity. We care for people at every stage of life at 29 sites in 16 communities across the province, providing primary and family health care, acute care, continuing care and independent living solutions, palliative care, mental health services and rural health services. Rooted in Catholic tradition and relationships, we walk alongside those we serve and honour each person's story, values and needs. Learn more at [covenantcanada.ca](http://covenantcanada.ca).

Covenant Foundation connects donors with opportunities to strengthen and transform care at Covenant hospitals and care communities across Alberta. Through specialized programs, enhanced care spaces, state-of-the-art equipment and training and leading-edge innovation, donor generosity helps elevate the healthcare experience in ways that respond to the unique needs of the communities we serve.

#### **Position Summary**

Reporting to the Director, Development, the Major Gifts Officer is a relationship management professional responsible for cultivating and advancing philanthropic partnerships in support of Covenant's vision to transform health care and create vibrant communities of health and healing.

Serving as a trusted advisor to donors, prospects and corporate partners, the Major Gifts Officer develops and manages a portfolio of individual, corporate and foundation donors and qualified prospects, building meaningful, long-term relationships that result in significant philanthropic investment. Through strategic prospect identification, cultivation, solicitation and stewardship, the Major Gifts Officer helps advance Covenant Foundation's fundraising priorities by building meaningful relationships with donors, cultivating and soliciting major gifts and delivering exceptional stewardship that inspires long-term philanthropic investment.

#### **Key Responsibilities**

##### **Major Gift Fundraising and Partnership Development**

- Manage and advance a portfolio of mid-level and major gift donors and qualified prospects through all stages of the donor cycle.
- Develop and steward relationships with individuals, corporations, foundations and granting institutions.

- Establish and maintain trusted, long-term relationships with donors and prospects, serving as their primary point of contact and strategic relationship manager.
- Develop a deep understanding of each donor's philanthropic interests, values, motivations and community priorities to create highly personalized engagement strategies.
- Identify opportunities to connect donors with mission-focused experiences that deepen their understanding of Covenant's impact and inspire transformational giving.
- Prepare and present proposals, gift agreements, briefing materials and donor correspondence.
- Partner with Covenant Foundation's senior leadership team to advance strategic fundraising priorities.
- Foster meaningful partnerships that extend beyond individual gifts and result in sustained philanthropic support, advocacy and long-term engagement.

### **Portfolio and Prospect Management**

- Build and maintain a robust pipeline of qualified prospects through disciplined prospect identification, qualification and moves-management.
- Utilize prospect management tools to maintain portfolio plans, activity targets and progress toward fundraising goals.
- Monitor prospect movement and adjust cultivation strategies to maximize philanthropic opportunities.
- Develop long-term engagement plans for key relationships, ensuring consistent advancement and meaningful touchpoints.
- Maintain accurate donor records, contact reports, proposal activity and revenue projections within Raiser's Edge NXT.
- Participate in prospect strategy sessions and contribute to Foundation-wide donor planning.

### **Donor Stewardship and Relationship Management**

- Deliver meaningful stewardship plans that recognize donor generosity and demonstrate the impact of philanthropic investment.
- Ensure donors receive timely, personalized recognition, reporting and ongoing engagement.



- Proactively build long-term relationships that encourage continued investment.
- Collaborate with Foundation colleagues to deliver exceptional donor (stewardship) experiences through events, tours, site visits and stewardship activities.

### **Collaboration and Leadership**

- Collaborate with Foundation colleagues, contributing to integrated fundraising strategies, campaigns and organizational priorities while contributing to a positive, high-performing fundraising culture.
- Build strong working relationships with executives, physicians, clinical leaders, volunteers and external stakeholders to advance donor engagement opportunities.
- Act as an ambassador for Covenant Foundation, strengthening relationships within the philanthropic community and enhancing the organization's profile among key stakeholders.

### **What Success Looks Like**

The successful Major Gifts Officer will:

- Be recognized as a trusted relationship manager and philanthropic advisor by donors, partners, and community leaders.
- Build and maintain a strong portfolio of qualified leadership and major gift donors and prospects.
- Consistently move donors through identification, cultivation, solicitation and stewardship.
- Secure measurable major gift and mid-level giving revenue that advances Covenant Foundation's strategic priorities.
- Demonstrate strong portfolio discipline through thoughtful planning, consistent donor activity and effective use of Raiser's Edge NXT.
- Support and collaborate on the delivery of exceptional stewardship that inspires long-term donor engagement and transformational philanthropy.
- Contribute to a collaborative, donor-centered culture focused on achieving ambitious fundraising goals.

### **Required Qualifications**

- Bachelor's degree, or an acceptable combination of equivalent education and experience, with at least five years of experience in a non-profit fundraising environment.



- Five or more years of proven major gift fundraising experience with a track record of success in building and cultivating meaningful relationships with donors.
- Strong writing and communication skills for crafting donor proposals, grant applications, presentations, and related materials.
- Self-motivated approach to identifying and pursuing opportunities.
- Strong communication, organization, negotiation, and time-management skills, with the ability to balance varied responsibilities and meet deadlines.
- Proficiency and reliability using fundraising software and maintaining accurate donor records.
- High degree of professionalism and sensitivity to confidential information.
- Valid Class 5 driver's licence, clean driver's abstract, and ability to travel within Alberta.

### **What We Offer**

We are committed to creating a workplace where people feel supported, valued, and inspired to grow. As part of our team, you'll enjoy:

- Comprehensive compensation (Salary range for this position is \$75,000 to \$127,500)
- Full benefits plan
- Health and wellness spending account
- Professional development and training opportunities
- Hybrid work schedule

### **To Apply**

Please email your cover letter and résumé in one document to:

[foundation@covenanthealth.ca](mailto:foundation@covenanthealth.ca) (include in your email subject line: MAJOR GIFTS OFFICER)

Application deadline: October 31, 2026.

