

**POSITION:** ANNUAL GIVING OFFICER  
**REPORTS TO:** Vice-President, Philanthropy  
**STATUS:** Full-Time, Permanent

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind, and nurturing the soul.

Our foundation partners with the community to invest in transforming health care and to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, from birth through every stage of life. The funds we raise support compassionate programs and services, leading-edge research and education, and state-of-the-art equipment for healthcare teams, patients, residents and their families at 20 Covenant hospitals and facilities across Alberta.

**We're seeking an experienced professional to join our team in the full-time, permanent position of Annual Giving Officer.**

Reporting to the vice-president, philanthropy, the annual giving officer is responsible for managing a complex portfolio of prospects and donors, developing multidimensional annual and monthly giving programs to grow and diversify fundraising revenue for Covenant Foundation-supported facilities.

As a key member of the development team, the annual giving officer contributes to meeting fundraising goals by prospecting annual giving donors, developing strategies for cultivating relationships and soliciting gifts; managing direct mail campaigns; writing proposals, conducting a high volume of phone and face-to-face meetings with prospects; closing a substantial number of solicitations, and effectively stewarding donors.

#### **What You'll Do**

- Develop, coordinate, and implement multidimensional annual and monthly giving programs
- Manage and grow direct response fundraising campaigns, working closely with the Communications team on content development, eblasts and digital promotion
- Work in collaboration to ensure effective delivery of mailing lists for direct mail/annual giving appeals
- Maintain a pipeline of active annual donors, moving prospects from identification, through to cultivation, solicitation and stewardship
- Ensure accuracy and timely updating of donor activity using Raiser's Edge
- Share development activity with the fundraising team, assisting with the identification of Major and Planned gift prospects from annual giving donors
- Provide accurate and timely reports on activity metrics, progress, and revenue forecasts
- Collaborate with the development team to deliver, grow, and evaluate giving programs, implementing new strategies with a strong focus on donor retention
- Ensure prompt, tailored donor recognition and stewardship in alignment with foundation donor management strategies
- Collaborate with Covenant Health/Care/Living staff and community stakeholders to maximize fundraising potential

## **Job Posting Annual Giving Officer**

- Develop and deliver compelling proposals, briefing notes, presentations, and other materials in all stages of the donor journey
- Prepare accurate gift agreements in consultation with the CEO and legal counsel
- Promote a positive, collaborative atmosphere within the foundation and Covenant Health/Care/Living, working cooperatively with all team members to achieve personal, departmental and foundation goals
- Represent Covenant Foundation by actively participating in, promoting and being an ambassador of foundation fundraising activities, events, public appearances, and presentations
- Maintain up-to-date knowledge of giving vehicles and the tax aspects of these vehicles, as well as general knowledge of trends and legislation affecting philanthropy
- Monitor emerging trends and issues in fundraising, event planning, health care and the markets we serve
- Seek opportunities to enhance skills through personal and professional development opportunities

### **What You Offer**

- A demonstrated knowledge of fundraising strategies and relationship management
- Ability to articulate and translate the importance of the Covenant Foundation/Covenant family mission, vision and values into fundraising success
- Understanding of, and dedication to, fundraising measurement, metrics and evaluation
- Demonstrated experience closing complex commitments, including gift and naming agreements
- Excellent oral and written communication with demonstrated presentation skills
- Strong database management and computer skills, including Raiser's Edge or other CRM systems, Access, and Microsoft Office
- Natural ability to build rapport and credibility with program officers, donors, corporate leaders, sponsors, volunteers and committee members
- Demonstrated relationship-centric approach, creativity and attention to detail
- Proven ability to work individually and as part of a team
- Exceptional relationship builder with excellent interpersonal skills; is open, approachable, inclusive and tactful
- Ability to work flexible hours, as evening and weekend work may be required
- Ability to travel within the Edmonton area and throughout the province. A valid driver's license and access to a reliable vehicle is required
- Must be able to pass a criminal record check
- Must be fully vaccinated for COVID-19

### **Your Qualifications**

- University Degree, diploma or equivalent work experience within the fundraising profession or related corporate/sales activity
- Five to seven years of professional experience in the non-profit development field, with a history of success meeting and exceeding fundraising goals
- Proven success in creating and delivering annual giving programs with measurable results
- CFRE designation and direct experience in healthcare fundraising are considered assets



## Job Posting Annual Giving Officer

### What We Offer

- Competitive salary: \$70,000-\$78,000
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Flexible work environment (currently remote; will shift to a hybrid remote/in-office model when safe to do so)
- Culture code: Respect, Innovation, Teamwork, Engagement

### How to Apply

Interested applicants are asked to email their résumé and cover letter to [foundation@covenanthealth.ca](mailto:foundation@covenanthealth.ca) \*\* Please include "**ANNUAL GIVING OFFICER**" in the subject line.

*This position is open to applicants based in Edmonton, Calgary, Banff and southern Alberta.*

This posting will remain open until filled.