



Development Officer

Date Posted: August 10, 2020
Position Posted: Development Officer– Edmonton, AB
Term: Permanent

ORGANIZATION OVERVIEW

Covenant Foundation fundraises for health-care priorities in both acute and long term care facilities across the province:

- Covenant Centre's of Excellence: mental health care, seniors care, palliative care, and rural health;
- Tomorrow's Possibilities: Funding breakthrough research, technologies, and innovations that advance care, and build the capacity and expertise of health care professionals;
- Revitalizing Facilities: Deliver high quality care to the greatest number of patients and residents
- State-of-the-Art Equipment: Technologies to advance patient and resident care;
- Compassionate Care and Programs: Increase the physical emotional, social care of patients, residents and their families
- Areas of Greatest Need: Funding today's highest-priority needs that require urgent attention to increase access to high-quality local care.

THE ROLE

Reporting to the Vice President, Philanthropy, the Development Officer is responsible for managing all aspects of the gift cycle. The Development Officer contributes to meeting fundraising goals by identifying, profiling and prospecting major and planned giving donors, developing strategies for cultivating relationships and soliciting gifts; writing proposals, conducting a high volume of phone and face-to-face meetings with donors and prospects; closing a substantial number of solicitations, and effectively stewarding donors.

KEY RESPONSIBILITIES

- Actively participate in developing and executing the Covenant Foundation major gifts program utilizing approved fundraising pillars;
- Demonstrate a high level of knowledge of the cases for support for priority fundraising;
- Work with senior leadership to identify, develop, engage and support volunteers as assigned, including Philanthropy Committees;
- Manage a portfolio of prospects, including corporate donors, foundations, and individual philanthropists;
- Research fundraising priorities to become knowledgeable and articulate;
- Develop a collaborative working relationship with Covenant site leads to effectively implement the major gift fundraising program, including communicating and helping to identify potential donors and champions;

- Manage and coordinate all aspects of the gift cycle: identification, cultivation, solicitation, and stewardship;
- Responsible for the continued growth and marketing of planned giving for the foundation, gifts of insurance, endowed gifts and other planned gifts
- Develop, write, and present proposals to prospective donors;
- Develop strong and sustainable relationships with donors, prospective donors, volunteers, health care providers and key stakeholders;
- Coordinate donor relations activities and initiate appropriate stewardship plans;
- Provide customer service and act as site liaison, including providing support and direction to Covenant staff and donors related to donation or fund inquiries;
- Complete thank you calls, notes, gift agreements and checklists as required;
- Maintain donor records in Raiser's Edge to manage fundraising goals and revenue projections in support of the goals of the organization;
- Provide updates to Senior Leadership for the Board of Directors on fundraising activity and Philanthropy activities and achievements;
- Act as an ambassador for health care philanthropy and raise the profile of Covenant Foundation in the community;
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- A minimum of 5 years in a senior sales or fundraising role;
- A Bachelor's Degree or comparable post-secondary education;
- CFRE designation an asset.

ATTRIBUTES AND ABILITIES

- Strong written and verbal communication skills, with the ability to effectively influence;
- Able to foster an environment of teamwork among all departments;
- Professional, credible and accountable;
- Strong research skills; able to develop an understanding of communities/demographics around sites;
- The ability to learn and understand policies and programs in a complex and multifaceted organization;
- Strong customer service skills and an ability to develop effective relationships with donors;
- Strong organizational and time management skills;
- A strategic thinker with a focus on achieving project milestones;
- The ability to manage and balance expectations of multiple stakeholder groups, (including Senior Leadership, healthcare facilities and volunteers) and donor/prospects to ensure objectives are met;
- Excellent problem solving skills;
- Working knowledge of Raiser's Edge an asset;
- Ability to remain optimistic through adversity; can see the bigger picture.

WORKING CONDITIONS

- Some travel to various sites around Edmonton and Banff required; reliable access to transportation required;
- Some early morning, evening, and weekend work required.

To explore this opportunity further, please send your resume and cover letter to foundation@covenanthealth.ca. This posting will remain open until a suitable candidate is found.

Covenant Foundation supports Covenant Health, Covenant Care, and Covenant Living and the more than 155-year legacy of healing the body, enriching the mind, and nurturing the soul, by raising funds to support 20 Covenant hospitals and facilities across the province of Alberta