

## **Job Posting** **Development Coordinator**

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, 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 21 Covenant hospitals and facilities across Alberta.

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

Reporting to the Director of Philanthropy, the Development Coordinator is responsible for providing timely and effective fundraising support and prospect research to build relationships and raise revenue for the foundation. This position relies heavily on solid tactical skills – administrative, planning, project management support – and focuses on exceptional donor service. The successful candidate is an adaptive self-starter, with a sincere interest in making an impact on health care in Alberta.

### **Program and Departmental Support**

- Support the implementation of a comprehensive strategic fundraising plan that encompasses and addresses philanthropic goals, prospect identification and research, donor cultivation, solicitation, stewardship and recognition
- Assist in developing and implementing campaign strategies, priorities and objectives that support philanthropic initiatives such as cause marketing, third-party fundraising, sponsorship, major gifts, capital campaigns and legacy giving
- Assist in preparation, review and tracking of pledges, impact and/or endowment reports, financial information, proposals and/or gift agreements
- Ensure efficient procedures and tracking mechanisms in Raiser's Edge NXT are being used to accurately track the status of requests and related activities arising from fundraising initiatives
- Participate in researching, identifying and qualifying new donors while regularly updating prospect pipelines and fund development team for corporate, foundation and individual giving
- Research and align grant applications to meet Covenant Health priorities
- Build meaningful relationships with donors, prospects, volunteers and hospital stakeholders; plan and participate in stewardship activities (including thank-you calls, emails and thank-you cards)
- Support all aspects of gift processing and fulfillment
- Maintain up-to-date knowledge on fundraising industry best practices and innovations
- Ensure accuracy and timeliness of fundraising requests
- Collaborate across the foundation and with external partners to ensure fundraising efforts are aligned; identify opportunities to share strategic initiatives and outcomes with stakeholders
- Other duties as assigned

## **Job Posting**

### **Development Coordinator**

#### **What You Offer**

- Demonstrated experience as a coordinator managing multiple projects and deadlines
- Knowledge and skill in relationship management with experience working with major gift donors
- Experience and success in delivering strong prospect research
- Strong communication skills, both oral and written
- Ability to think strategically with proven critical thinking and problem-solving skills
- Proven ability to collaborate across departments and with all levels in the organization, demonstrating a service-oriented approach
- Commitment as a strong team player who is focused on the overall success of the organization
- Strong commitment to personal development and continuing education to enhance knowledge of fundraising trends, best practices and new technologies
- Proficiency with Microsoft programs including Access, CRM products (Raiser's Edge is an asset) and Adobe Pro

#### **Qualifications**

- Diploma or degree in business, fundraising or a related field
- Two to five years' fundraising experience or high-relationship based environment with a focus on planning, implementing, and evaluating data
- Experience with database management and prospect research
- Experience working in a nonprofit environment
- Experience with rural communities in Alberta is an asset
- Demonstrated ability to develop positive and collaborative relationships internally as a team member, as well as externally with donors and leadership members
- Membership in AFP or CAGP is an asset
- Candidate is required to pass a criminal record check

#### **Why Covenant Foundation?**

We believe in supporting our employees holistically by providing a:

- Competitive salary: \$55,000 – \$70,000 annually
- 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

#### **To Apply**

This position will remain open until a suitable candidate is hired. Interested applicants are asked to email their résumé and cover letter in one document to Dreena Beatson at:

[dreena.beatson@covenanthealth.ca](mailto:dreena.beatson@covenanthealth.ca).

#### **Commitment to Diversity, Equity, and Inclusion**

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to us at

[dreena.beatson@covenanthealth.ca](mailto:dreena.beatson@covenanthealth.ca).