



# Job posting Annual giving advisor

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

## The position

We are looking for an annual giving advisor who will be responsible for developing, implementing, managing and growing specific programs within annual giving to achieve revenue objectives for the Foundation.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture, with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

*The Stollery Children's Hospital Foundation is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, LGBTQ+ persons and others who may contribute to the further diversification of ideas.*

## Key responsibilities

Reporting to the director, fundraising integration, you will:

### Monthly giving and door-to-door campaigns

- Manage day-to-day transactions for the monthly giving program (Bear Hug Club) and door-to-door campaign activity to maintain current donor retention rates
- Communicate regularly with monthly donors to update contact and payment information
- Collaborate and develop strategies to acquire new monthly donors, engage, steward and upgrade current monthly donors, and re-engage lapsed monthly donors
- Administer the monthly donor stewardship programs in alignment with the Foundation's donor recognition standards and protocol
- Assist with planning and implementation of monthly donor annual mailings
- Facilitate partnership with the third-party call centre to ensure monthly donor information is pro-actively captured and maintained
- Identify opportunities from the prospect criteria list established through the major gifts team for internal teams to build donor pipelines and advance Foundation goals
- Support the finance team with data entry as needed for monthly donor entries

### Memorial and tribute giving

- Connect with memorial families to develop relationships, provide information on the memorial program, funding options and projects, and recognition policies
- Identify opportunities from the prospect criteria list established through the major gifts portfolio for internal teams to further promote giving opportunities
- Collaborate on donor cultivation plans with other team members and support seamless transition to new relationship managers.
- Develop and maintain relationships with external stakeholders (i.e., funeral homes, Hospital staff) to promote Foundation memorial gift awareness and opportunities



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- Co-ordinate regular and appropriate donor/memorial fund recognition with all stakeholders in alignment with the Foundation's donor recognition standards and protocol
- Respond to inquiries in a timely and effective manner from memorial donors through phone, mail and email
- Ensure memorial and tribute giving collateral is relevant and up-to-date
- Collaborate with the marketing & communications team to maintain an effective website presence and peer-to-peer fundraising for the memorial and tribute giving program

### Direct mail

- Support the associate director, fundraising integration, with direct mail campaigns through data management and stewardship to increase donor retention and generate revenue
- Collaborate with the marketing & communications team to identify and source patient stories

### General

- Record fundraising and stewardship activities in Raiser's Edge promptly, ensuring consistency of content
- Enforce policies and processes that maintain appropriate handling and confidentiality of all stakeholder information
- Participate and provide support to Foundation special events and functions as needed
- Steward donation amounts of \$250-\$4,999 in alignment with the Foundation's donor recognition standards and protocol
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events
- Serve as a Foundation representative on various internal committees
- Participate in recruiting, developing, training and supporting a committed and motivated team.
- Participate in the preparation of the annual giving plans and budgets

### As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in a related field or a combination of equivalent skills and experience
- Experienced with a minimum of two (2) years in fundraising or administration
- Experienced with databases
- Knowledgeable of basic fund development and donor management best practices
- Able to demonstrate excellent administrative skills, with advanced knowledge in the Microsoft Office suite of products and Raiser's Edge
- An excellent communicator, able to demonstrate strong written and verbal communication skills, with strong interpersonal skills, along with the ability to deal with others effectively and to work as part of a dynamic team
- Highly disciplined with the ability to manage multiple priorities and deliver on a variety of commitments and deadlines
- Able to demonstrate strong planning, organizational and problem-solving skills; able to translate plans into action with a keen eye for detail



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- Able to thrive in a dynamic, fast-paced environment
- Able to work with internal and external stakeholders, a wide variety of personalities and situations with discretion, especially in memorial circumstances
- Approachable, open, self-motivated, accountable, flexible, tactful and professional
- Positive with a solution-focused attitude, who takes initiative and who can work both independently and as part of a team
- Passionate about children's health and building grassroots movements
- Able to work flexible hours, evenings and weekends, and travel as required
- Able to maintain a valid class 5 driver's license with regular access to a vehicle

### Additional information

- The Stollery Children's Hospital Foundation requires all employees and new hires to be fully immunized against COVID-19, and to provide proof of this immunization. Employees who cannot be fully immunized on the basis of a protected ground (i.e., medical or religious) may request an exemption.
- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid driver's license and access to a properly insured vehicle

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until October 7 or until we find a qualified candidate who's a great addition to our culture.

**To apply, please email: [jobs@stollerykids.com](mailto:jobs@stollerykids.com)**

**\*\* Enter "Annual giving advisor" in the subject line.**