



Job Posting

Senior Development Officer

Stollery Women's Network Program Director

At the Stollery Children's Hospital Foundation, our work makes a life-changing difference for sick and injured children in our community and beyond. We believe in creating a bright future for children who inspire us to grow, to contribute and to exceed our potential. They motivate us to think big, seek new opportunities and innovative solutions, to embrace change and try new things. Everything we do is for Stollery kids and their families.

The position

Reporting to the director, community engagement, this role is responsible for advancing the mission of the Foundation by fostering strong relationships with committee and network members, donors, sponsors and stakeholders of the Stollery Women's Network (SWN), building philanthropic support for Foundation campaigns and the managing of the SWN program.

Fundraising program growth

- Work in collaboration with SWN committee members and internal stakeholders to fulfill network priorities and to maximize the revenue potential for SWN and the Foundation.
- Develop donor and sponsorship prospect lists with the development and major gift teams, and collaborate in securing gifts and sponsorships.
- Grow the SWN donor program and achieve annual business plan & budget goals; directly cultivate one-time and monthly gifts.
- Develop sponsorship benefits in collaboration with the development and marketing & communications teams.
- Develop, document and manage SWN donor and sponsorship agreements in line with Foundation guidelines, and ensure fulfillment of agreements and sponsorship benefits.
- Develop and present proposals and ideas to gain commitment for further action and support of the Foundation.
- Execute appropriate donor recognition, ensuring alignment with Foundation practices.
- Develop and execute appropriate fundraising programs, campaigns and signature events in collaboration with the SWN committee and Foundation staff.
- Ensure the SWN major gift pipeline is equally balanced within the development cycle. Effectively manage the portfolio of SWN donors.

Operations management

- Collaborate with all sub-committee leads and Foundation staff to ensure communication, engagement, fundraising opportunities and campaign development is in alignment with the Foundation's mission, strategic priorities and brand standards.
- Co-ordinate with the SWN communications sub-committee to develop and deploy annual communications plans.
- Manage the SWN committee operations reporting structure, terms of reference, onboarding, annual plan and agenda for quarterly meetings.
- Collaborate with the SWN communications sub-committee to develop, maintain and communicate an integrated SWN online calendar to inform the Network and committee members of activities, events, opportunities and obligations.
- Ensure all network and donor records, fundraising initiatives and stewardship activities are accurately captured in Raiser's Edge.
- Manage promotion and inventory controls for SWN branded merchandise or donated items.



Build relationships with key partners

- As the face of SWN, maintain accessible communication channels both internally and externally.
- Develop and implement the SWN recruitment process; support the recruitment committee and ensure Foundation volunteer recruitment policies are adhered to.
- Create and implement an orientation and onboarding package for new SWN members.
- Participate in SWN activities, enhancing the ambassador, advocacy and philanthropic roles of this network and its relationship with the Foundation.
- Identify and develop new membership markets to fulfill network and revenue targets.
- Speak on behalf of SWN, ensuring alignment with the Foundation's key messaging.
- Develop and meet/exceed SWN network growth targets while ensuring appropriate engagement.

Leadership

- Represent the Foundation's values and leadership competencies at all times, and be an example for others.
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation.
- Participate in the development of the annual SWN budget and annual capacity planning; develop the SWN annual working plan ensuring alignment of activities with priorities of the Foundation.
- Be accountable to the SWN budget including reporting on monthly budget variances.
- Support the director, community engagement in developing and maintaining SWN key performance indicators and metrics.
- Provide monthly reporting by completing a comprehensive dashboard.
- Keep current on fundraising best practices and environmental trends.
- Engage Foundation staff in SWN and update them on significant milestones and upcoming events.
- Build Foundation coalitions of support to achieve goals and outcomes.
- Serve as a Foundation representative on various internal and external committees.

Education & experience

- Related university degree or college diploma or a combination of equivalent skills and experience
- CFRE designation and a demonstrated track record in raising funds through exemplary relationship building
- Completion of a program specializing in fundraising and/or marketing
- Minimum of five (5) years of related experience in fundraising and/or sales in progressive leadership roles
- Proven experience implementing successful fundraising programs with effective donor and event management practices
- Proven volunteer management success

Knowledge, skills & abilities

- Sound knowledge of donor management, stewardship practices and major gift processes
- Exceptional relationship building skills and practices with the ability to lead and influence others
- Established volunteer management and leadership skills
- Strong planning and organization skills with the ability to translate plans into action; able to effectively prioritize activities and manage multiple accounts and projects simultaneously
- Strong communication skills with the ability to make strong and compelling presentations
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive. Ability to work with a wide variety of personalities and situations



- Takes initiative and able to work independently
- Strong sales and marketing skills; able to manage accounts at different stages of development
- Ability to provide effective leadership and motivation to volunteers
- Excellent administrative skills with the ability to follow through effectively
- Strong project management skills with ability to effectively handle diverse key stakeholder interests
- Strong computer skills, including Microsoft Office suite of products
- Expertise in Raiser's Edge database management
- Willing to work flexible hours, evenings and weekends, and travel as needed
- Maintain a valid driver's licence and access to a vehicle

If this position describes you and you are motivated to make a difference in the lives of children, we invite you to forward your cover letter and résumé to:

Email: Jobs@stollerykids.com

**** Enter "SDO, SWN Program Director" in the subject line**