



Job Posting Development Officer, Corporate

At the Stollery Children's Hospital Foundation, our work makes a life-changing difference for children who are sick and injured 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 associate director, fund development, this role is responsible for fostering strong relationships with potential and current corporate donors to build philanthropic support for initiatives supported by the Foundation. The development officer works with corporate accounts to develop and advance their support, maximizing the revenue potential for the Foundation.

Key responsibilities

Develop and manage a portfolio of corporate donors

- Conduct research to identify potential prospects for corporate gifts
- Advance donors through the donor cycle, identifying opportunities to maximize revenue potential
- Determine interests of donors and identify opportunities to align giving with interests
- Develop and deliver compelling proposals and presentations in solicitation of corporate gifts
- Develop and manage donor agreements and recognition opportunities in line with Foundation guidelines
- Manage acknowledgement, recognition and stewardship activities of donor accounts to ensure donors are kept in the cultivation/solicitation cycle
- Collaborate with community members to identify and cultivate prospects
- Work with hospital and Foundation employees to resolve donor-related issues or to maximize opportunities
- Collaborate with all fundraising teams to identify interests that align with the Foundation; support relationship transitions as needed
- Maintain accurate donor information in Raiser's Edge in a timely manner
- Meet or exceed quarterly targets related to cultivation activity metrics
- Manage cause marketing accounts and track the approved initiatives throughout the year
- Effectively manage a portfolio of 150+ active corporate gift donors
- Meet or exceed quarterly targets related to securing donations of \$25,000+

Leadership

- Represent the Foundation's values and leadership competencies at all times, and be an example for others
- Actively promote, participate and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation
- Support the development of appropriate goals, targets and initiatives during the business planning and budgeting processes, ensuring alignment with Foundation goals
- Develop and maintain key performance indicators and metrics throughout the fiscal year
- Develop corporate account dashboards and reports as needed
- Be accountable to corporate monthly account variance reports
- Keep current on fundraising best practices and environmental trends

Knowledge, skills & abilities

- Effective donor management practices
- Strong planning and organization skills; able to translate plans into action
- Strong written and verbal communication skills; able to make strong and compelling presentations
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive



- Able to work with a wide variety of personalities and situations; a skilled relationship builder
- Strong sales and marketing skills; able to manage a variety of accounts at different stages
- Excellent administrative skills
- Strong computer skills, including the Microsoft Office suite and Raiser's Edge database management
- Works flexible hours, evenings and weekends, and travel as needed
- Maintain a valid driver's licence and access to a vehicle

Education & experience

- Related university degree or college diploma or a combination of equivalent skills and experience
- Minimum of five (5) years related experience in fundraising and/or sales
- Certified Fund Raising Executive designation
- Proven experience implementing successful revenue generation programs

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to forward your cover letter and résumé no later than May 31, 2019 to:

Email: jobs@stollerykids.com

**** Enter "Development Officer, Corporate" in the subject line**