Job Posting
Development Officer, Sponsorship

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 associate director, events & sponsorship, this role is responsible for fostering strong relationships with potential and current sponsors to build philanthropic support for initiatives supported by the Foundation. The development officer works with sponsors to develop and advance their support, maximizes the revenue potential for the Foundation, and supports the evolving and growing sponsorship needs of the Foundation while working with staff across the Foundation.

Key responsibilities

Develop and manage sponsor portfolio

- Conduct research to identify potential new sponsorship prospects
- Develop and deliver compelling proposals and presentations in solicitation of sponsorship
- Secure sponsor agreements and benefit opportunities
- Manage acknowledgement, recognition and stewardship activities of sponsorship accounts; gain buy-in and support from events, marketing & communications and community engagement teams
- Collaborate with volunteer solicitors, events committee members and board referrals to move prospects forward through the sponsorship cycle
- Work with Hospital and Foundation employees to resolve sponsorship-related issues and maximize opportunities
- Identify sponsorship interests that align with the Foundation; support relationship transitions as needed
- Collaborate with leadership to explore new programs and events, allowing new sponsorship opportunities
- Maintain and create opportunities within the sponsorship portfolios
- Ensure accurate and timely sponsor information is maintained in Raiser's Edge
- Advance more than 100 face-to-face sponsor meetings through the annual donor cycle and identify opportunities to maximize revenue potential for the Foundation
- Participate in key events as a representative of the Foundation to build relationships and further the work of the Foundation
- Develop and document sponsorship offerings and benefits that allow budget objectives to be met and support return on investments
- Ensure Foundation staff are aware of all sponsorship offerings and associated benefits, and have access to sponsorship tools and collateral
- Communicate the status of sponsorship inventory available to both internal and external event fundraising committees

Development lead on sponsored events

- Work with appropriate teams to ensure sponsorship benefits are identified and fulfilled, budget objectives are met and return on investment activities are supported for all signature and partnership events
- Ensure leadership is fully equipped with portfolios of sponsors and engaged in sponsorship activity where appropriate and as needed
- Participate in the gift-in-kind process with Foundation teams as needed
- Ensure consistency of sponsorship fulfillment of benefits, and sponsors are accountable

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 sponsorship activities and events to build relationships and further the work of the Foundation
- Support the associate director, events & sponsorship in developing the development goals, targets and initiatives during the business planning and budgeting processes, ensuring alignment with Foundation goals
- Support the associate director in developing and maintaining key performance indicators and metrics throughout the fiscal year
- Develop sponsorship account dashboards and reports as needed
- Be accountable to sponsorship monthly account variance reports
- Support the associate director by attending required meetings and representing the Foundation internally and externally

Education & experience
- Related university degree or college diploma or a combination of equivalent skills and experience
- Proven donor management and relationship building
- Certified Fund Raising Executive designation and a demonstrated track record in raising funds through exemplary relationship building
- Completion of a program specializing in fundraising and/or marketing
- Five (5) years related experience in fundraising and/or sales
- Proven experience implementing successful sponsorship programs in a variety of sectors

Knowledge, skills & abilities
- Solid knowledge and application of effective donor management and stewardship practices with a proven track record of independently securing gifts and meeting target goals
- Exceptional relationship building skills and practices with the ability to lead and influence others
- Working knowledge of budgets, expense processes and financial negotiations
- Strong written and verbal communication skills with the ability to make strong and compelling presentations
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive
- Strong sales and marketing skills with the ability to manage a variety of accounts at different stages of development
- Excellent administrative skills with the ability to follow through effectively
- Strong project management skills with ability to effectively handle diverse key stakeholder interests and manage multiple accounts and projects simultaneously
- Strong computer skills, including Microsoft Office suite and Raiser's Edge database management
- Willing to work flexible hours, evenings and weekends, and travel as needed
- Must 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 "Development Officer, Sponsorship" in the subject line