



Job posting Donor relations advisor (interim)

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.

When we celebrate a team member taking time off to look after their own child who is new to their family, it creates an exciting opportunity for someone to join our team for an interim period in efforts of moving our goals forward.

The position

This role maintains and enhances a Foundation-wide, comprehensive stewardship program that appropriately and consistently promotes engagement, recognition and retention of donors and stakeholders at all levels. This role is responsible for the design, development and roll-out of the stewardship plan and processes, monitors related activities, and works with teams to align focus and activity on stewardship requirements and opportunities.

Responsibilities

Reporting to the director, community engagement, you will:

Stewardship planning & processes:

- Work across the Foundation to develop and manage timely stewardship strategies, policies and processes for all Foundation donors, sponsors and stakeholders
- Create and maintain a menu of recognition and engagement options for Foundation-wide use
- Continuously research stewardship best practices; develop and implement improved processes while elevating Foundation practices and ensuring current documentation
- Establish and manage information tracking processes regarding acknowledgement and recognition and monitor ongoing communication with donors, sponsors and stakeholders
- Using Raiser's Edge, determine criteria needed to pull distribution lists for stewardship/recognition purposes, event invitations and donor wall, ensuring consistency, accuracy and data integrity at all times
- Create and implement post-event stewardship grids for Foundation signature and partnership events, ensuring roles are defined with associated timelines
- Contribute to the development and management of the annual stewardship budget and work plan
- Maintain the naming opportunities and recognition signage spreadsheet and associated inventory
- Track and report monthly budget variances



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Stewardship acknowledgement & recognition:

- Hand deliver letters, cards, gifts or plaques to donors, sponsors and stakeholders when needed
- Compose internal stewardship emails to share best practice leadership on donor recognition standards, providing a platform for Foundation teams to collaborate, present new innovative ideas and to inspire teams to elevate service
- Lead the donor wall recognition program; oversee the project and manage processes with a high degree of integrity while ensuring timely completion
- Ensure timely revisions and updates to all donor recognition collateral including producing the annual report list and updating the website as needed
- Consult with all teams and manage the process of ensuring all eligible donors and stakeholders are offered recognition plaques and/or naming opportunities
- Track feedback from internal and external stakeholders and develop strategies to ensure donors, sponsors and stakeholders are appropriately recognized
- Schedule and design annual impact reports, recognition plaques and other tools as required while following brand standards
- Recommend ideas to teams for donor recognition in Foundation publications, social media channels, etc.
- Work across the Foundation to identify stakeholders to nominate for various awards programs
- Manage and execute the annual stewardship plan for key stakeholders such as Hospital units and/or teams
- Host donors, sponsors and stakeholders on Hospital tours as needed
- Support teams in carrying out stewardship activities as needed

Stewardship event management:

- Attend event operations meetings to advise Foundation event leads on effective and meaningful ways to thank and elevate service to donors, sponsors and stakeholders for all Foundation signature and partnership events
- Lead and oversee the Foundation's annual Day of Thanks where staff come together to collaborate and thank various stakeholder groups
- Lead and oversee the annual Ambassadors Reception — an event organized to thank, recognize and share impact with the Foundation's top donors and key stakeholders
- Co-ordinate the Foundation's nominations for, and participation in, National Philanthropy Day
- Co-ordinate lab tours with the Women and Children's Health Research Institute and work across the Foundation to promote attendance

Other:

- Be responsible for all public-facing donor recognition communications pieces including letters, plaques and impact tools, donor wall, recognition events, and naming and recognition plaques and signage
- Maintain the virtual Hospital tour; add new spaces and update content as needed
- Actively promote, participate in and be an ambassador for the Foundation's fundraising activities and events
- Serve as a Foundation representative on various internal committees



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

- Educated, with a related university degree or college diploma or a combination of equivalent skills and experience.
- Experienced in fundraising or donor relations, ideally with five or more years of related experience.
- Effective with donor management and stewardship practices.
- Knowledgeable of various fundraising streams including major gifts, planned giving, monthly donations, events, corporate giving, etc.
- Highly skilled in project management with an ability to take a project from concept to completion.
- Superior proofreading and editing skills with demonstrated accuracy and attention to detail.
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once.
- Curious, self-motivated, accountable, flexible, tactful, positive — and fun!
- Positive with a solutions-focused attitude who can take initiative and work independently.
- Experienced in using Raiser's Edge or a similar database management system.
- Proficient with Adobe Illustrator, InDesign and Acrobat.

If this position describes you and you are motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé.

To apply, please email: Jobs@stollerykids.com

**** Enter "Donor Relations Advisor" in the subject line**