



## Job posting Director, major gifts & planned giving

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

Reporting to the associate vice-president, fundraising, this role leads a team that focuses on generating revenues through fundraising for major gifts and planned giving by building relationships with key stakeholders and participating in the growth of the Foundation's overall fundraising and stewardship activities.

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 associate vice-president, fundraising, you will:

#### Strategic and business planning:

- Contribute to the development and execution of the Foundation's annual business plan that draws on input from all team members and aligns with the Foundation's strategic plan
- Actively participate as a leadership team member, contributing to the achievement of the Foundation's vision, mission and goals through strategic planning and project planning and implementation
- Prepare and present effective reporting to and for the leadership team and the board of trustees; create awareness, educate and engage team members
- Create customized strategies to solicit gifts and conduct research on prospects
- Identify and work with key volunteers or individuals needed to be part of the solicitation team who make direct and thoughtful requests to prospects
- Identify potential donor opportunities and develop strategies to align funding priorities and donor interests

#### Management and oversight of major gift and planned giving donors:

- Advance donors through the donor cycle, and identify opportunities to maximize revenue potential for the Foundation
- Ensure the major gift and planned giving pipeline is full and equally balanced within the development cycle
- Determine interests of donors and identify opportunities to align giving with interests
- Develop and present proposals and ideas to gain commitment for further action towards major gift and planned giving opportunities
- Develop and manage donor agreements and recognition opportunities in line with Foundation guidelines



## Job posting Director, major gifts & planned giving

- Develop and implement stewardship plans that align with Foundation recognition guidelines
- Collaborate with community members to identify and cultivate prospects
- Collaborate with Hospital and Foundation employees to resolve donor-related issues or maximize opportunities
- Ensure accurate donor information is maintained in Raiser's Edge in a timely manner
- Meet or exceed quarterly targets related to securing donations of \$100,000+

### **Leadership:**

- As a member of the leadership team, represent the Foundation's values and leadership competencies at all times, and be an example for others
- Directly lead, mentor and coach a team of fundraising professionals who collaboratively work to raise money by soliciting major gifts and planned gifts
- Implement a dedicated and measurable approach to individual and team development and growth; address performance issues in a timely, respectful, appropriate and thorough manner that aligns with the Foundation's performance management and human resource practices
- Communicate and celebrate successes to acknowledge the team's efforts and motivate future achievements
- Lead both staff and senior volunteers in a variety of fundraising capacities to foster growth and harness the potential of individual skill sets
- Use strong performance management systems and practices as well as industry-based productivity measurements to motivate continuous improvement in fundraising achievement
- Keep current on fundraising best practices and environmental trends by attending industry sessions and reading current affairs
- Ensure the major gifts & planned giving team actively promotes, participates in and are ambassadors of the Foundation's fundraising activities

### **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
- Able to demonstrate fundraising and/or sales knowledge and has a minimum of 10 years of related experience
- Designated as a Certified Fund Raising Executive (CFRE)
- Able to demonstrate the ability to lead, grow and develop a team of fundraising professionals
- An experienced relationship builder, demonstrating the ability to maintain and nurture relationships over time and complete the donor cycle
- Experienced in implementing successful major gifts programs in a variety of sectors, with a track record of independently securing gifts of \$100,000+
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling presentations and an exceptional ability to lead and influence others
- Able to work with a wide variety of personalities and situations with discretion; a confident, insightful and skilled relationship builder



## Job posting Director, major gifts & planned giving

- A strong sales and marketing professional, with the ability to manage a variety of accounts at different stages of development
- Able to demonstrate strong planning and organizational skills; able to translate plans into action
- Curious and resourceful
- Approachable, self-motivated, accountable, flexible, tactful and professional
- Passionate about children's health and building grassroots movements
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once
- Positive with a solution-focused attitude who can take initiative and work independently
- Able to demonstrate excellent administrative skills, with experience in the Microsoft Office suite of products and Raiser's Edge database management
- Able to work flexible hours, including evenings and weekends, and travel as required

### 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.

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 we find a qualified candidate who's a great culture fit.

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

**\*\* Enter "Director, major gifts & planned giving" in the subject line.**