



Job Posting: Development Officer, Major & Planned Giving
Reports to: Director of Development
Job Status: Full-time, continuing
Posting Date: September 18, 2023
Closing Date: October 13, 2023
Location: Hamilton, ON - Hybrid Work Model – 3 days on site required

St. Joseph's Healthcare Foundation is looking for a Full Time Development Officer, Major & Planned Giving to join their Team in Hamilton, Ontario.

About St. Joseph's Healthcare Foundation:

At St. Joseph's Healthcare Foundation, we're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton – an academic health sciences centre committed to exceptional patient care, research and the education and training of healthcare professionals.

As a Foundation team, we work closely with grateful patients, individuals, corporations and foundations, healthcare professionals and research teams at the Hospital to raise and steward funds for vital equipment needs, to help renovate patient care areas at the Hospital, and fund research studies that will inform the future of care.

St. Joseph's Healthcare Foundation Hamilton is looking for a Development Officer, Major & Planned Giving to join our team of dedicated, caring and mission-focused professionals who are committed to working together to empower healthcare in our community and are proud to support St. Joseph's inspiring mission of Hope, Healing and Discovery. Read more about us here: <https://www.stjoesfoundation.ca/>

Why Work with Us?

- Opportunity to do meaningful work that supports hope, healing and discovery at our Hospital.
- Competitive salary range of \$53,000 - \$60,000 annually and comprehensive benefits package, including health & dental benefits, a defined benefit pension plan (HOOPP), & maternity/parental leave top-up.
- Starting at 3 weeks vacation.
- Flexible work arrangements including hybrid work opportunities.
- Commitment to Professional Development including an annual budget for each employee.
- Newly renovated office space.

This is a full-time role, located in Hamilton, ON
Hybrid Work Model – minimum of 3 days on site required

Core Function:

The Development Officer plays an integral role in supporting and contributing to the efforts of the Foundation's Major Gifts team and will be responsible for advancing the mission of St. Joseph's Healthcare Foundation by fostering strong relationships with friends, donors, and generating philanthropic support from individuals, corporations, and foundations. The Development Officer, Major & Planned Giving is responsible for generating fundraising revenue, identifying potential sources of funding, including planned gifts, developing and executing cultivation and solicitation strategies and driving the acquisition of Planned and Major Gifts in the \$10,000 - \$100,000 range.

Key Accountabilities:

Reporting to the Director of Development, the Development Officer's responsibilities include:

- Assists in the development of cultivation, solicitation, and stewardship strategies for major and planned gifts. This will involve researching, writing, and preparing fundraising materials including cases for support, proposals, briefing notes, reports, and other correspondence.
- Works closely with the Manager of Estates and Planned Giving to identify, cultivate, solicit, and steward planned giving donors who include St. Joe's in their Will or estate plans.
- Proactively uses prospect identification, research, and qualification processes to generate prospects and implement strategies to drive giving and planned gift commitments.
- Works closely with other areas of the Foundation (i.e. Director, Special Events and the Vice-President, Communications & Community Engagement) to develop donor relations plans and to maximize leadership gift opportunities.
- Assists in other duties as required in furthering the goals of the Major Gifts Team and the Foundation.

Skills Required:

- University degree or college diploma.
- A minimum of 3 years of fundraising experience in major gifts and/or gift planning.
- Healthcare philanthropy experience is an asset.
- Excellent writing, research, communications & presentation skills.
- Strong knowledge of Raiser's Edge or similar fundraising software.
- Strategic thinking, attention to detail and strong program management skills.
- Ability to work as a team player.

If this role interests you, please submit your resume and cover letter to HR@stjoesfoundation.ca by October 13, 2023.

Our Commitment to Equity, Diversity, and Inclusion: St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

As a condition of employment successful applicants will be required to provide proof of full COVID-19 vaccination or proof of a documented exemption on a medical ground pursuant to the Ontario Human Rights Code.

Thank you for your interest in working with St. Joseph's Healthcare Foundation; only those selected for an interview will be contacted.