



Job Posting: Senior Development Officer, Major Gifts

Posting Date: September 27, 2021
Job Status: Full-time, Contract – 18 months
Reporting: Reports to Vice-President, Development

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 that's been committed to exceptional patient care, research and the education and training of healthcare professionals for more than 130 years. A leader in healthcare philanthropy in our region, our Foundation is also part of a select group of Canadian charities accredited by Imagine Canada's Standards Program.

With the increasing pressures upon our healthcare system, the roles of philanthropy, partnerships and investments from our generous community of donors and friends are more important than ever. As a Foundation team, we work closely with grateful patients, individual, corporate and foundation donors, healthcare professionals and research teams at the Hospital, and the wider community as a whole to raise 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. Join us on our inspiring mission to support Hope, Healing and Discovery at St. Joe's.

Core Function:

The Senior Development Officer, Major Gifts is a key member of the Development team and plays an integral role in advancing the mission of St. Joseph's Healthcare Foundation. The Senior Development Officer will support key fundraising activities and be responsible for managing the Clinician Engagement Program, generating fundraising revenue, identifying potential sources of funding, developing and executing cultivation and solicitation strategies for past, current and potential individual, corporate, and foundation supporters.

Specific Responsibilities of the Senior Development Officer, Major Gifts:

In collaboration with the Major Gifts team, the Senior Development Officer will:

- Manage the Clinician Engagement Program to build a culture of philanthropy at St Joe's and implement strategies to work with Hospital partners and grateful patients, families and community members.
- Manages a portfolio of major gift prospects through the donor cycle using the principles of relationship-management. Conducts a pre-determined number of one-on-one visits with prospects on a yearly basis to secure donations and steward supporters.
- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with current donors and prospects (\$10,000+) to achieve an annual revenue target starting at \$500,000.
- Works with the President & CEO, Vice-President, Development, clinicians and selected volunteers in moving top prospects through the donor cycle. This will involve the preparation of strategies, briefing notes, presentations and proposals.
- Prepare and write fundraising materials including cases for support, proposals, briefing notes, reports and other correspondence to support fundraising efforts.

- Use Raiser's Edge to implement and track Clinician Engagement program and reflect all fundraising activity including call outcomes, actions, notes, relationship connections etc.
- Build and maintain a strong knowledge of the Hospital's clinical and research programs and related fundraising priorities.
- Assist in other duties and special projects as required in furthering the goals of the Major Gifts team and the Foundation.

The successful candidate will have the following qualifications/abilities:

- University degree or college diploma
- 5 years of related experience in fundraising and/or major gift environment
- Excellent writing, research, communications & presentation skills
- Strong knowledge of Raiser's Edge or similar fundraising software
- Impeccable attention to detail and strong program management skills
- Self-starter who is motivated to learn and grow
- Commitment to excellent donor service
- Ability to lead projects and work effectively under pressure, to manage competing priorities, to be part of a team, to be responsive and to meet deadlines.

Salary and Benefits: The target hiring salary range for this position is \$60,000 - \$75,000

Deadline for Applications: October 15, 2021

Application Procedure:

Please e-mail resume and cover letter with the subject line **Senior Development Officer, Major Gifts** to hr@stjoesfoundation.ca.

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