



STAFF VACANCY

NON-UNION

POSITION: Community & Corporate Fundraising Specialist
DEPARTMENT: Foundation
CONDITIONS: Full-time
HOURS: Approximately 75.0 Bi- weekly Hours
SHIFTS: Days, Monday through Friday

JOB SUMMARY:

Responsible for working with the Director of Philanthropy and the President and CEO in planning, implementation and oversight of the various fundraising campaigns, activities and tactics consistent with the organization's strategic plan. Identifies donor resources, uses a range of promotional methods and campaign strategies directed at a targeted segment including individuals, corporations, and foundations for the purpose of securing financial support.

The Fundraising Specialist focuses on a portfolio of activities that foster effective relationships with stakeholders to encourage philanthropy through one or more areas of contribution:

- Major Giving
- Community Giving (community partnerships, events: owned and third party, associations, business groups, service clubs)
- Corporate Giving (sponsorships, partnerships, employee engagement, retail promotions)

RESPONSIBILITIES:

- Manage a portfolio through the donor cycle, incorporating the principals of relationship management to secure financial support for approved fundraising initiatives.
- Actively and personally identify, cultivate, solicit and steward a portfolio of individual, small business and corporate donors and sponsors; ensures that solicitations and/or meaningful stewardship contacts are undertaken with all donors and prospects on an annual basis.
- Support a successful volunteer team that will assist in the implementation of fundraising initiatives and ensures appropriate volunteer engagement in prospect identification, qualification, and gift solicitation.
- Execute clear benchmarks for success and fulfills annual KPIs (key performance indicators) appropriate to the portfolio.
- Work closely with other areas of the Foundation to ensure proper prospect clearance, to develop donor relations and cultivation plans to maximize acquisition, retention, and moves management as befits the donor cycle.
- Collaborate with the Communications Specialist to ensure that communication includes the case for support, newsletters, proposals, brochures, briefing notes, etc.
- Write and/or refine written proposals, presentations and requests for support to meet donor interests based on approved case statements.
- Assist volunteers in playing an effective role in donor cultivation and solicitation.
- Establish clear benchmarks for success and designs a program for tracking and monitoring.
- Ensure the accurate and timely recording and reporting of data related to their portfolio/accounts.
- Offer analysis and management reports in support of portfolio demographics.
- Act as an Ambassador throughout the community, positively representing the Foundation.
- Abide by the professional and ethical standards of practice set out by the Association of Fundraising Professionals (AFP) and the Code of the Ethics of the Centre of Philanthropy.
- Pursue professional development and continuing education opportunities as well as seeking informal opportunities to expand professional knowledge through consultation with peers.

REQUIREMENTS:

Education and Experience:

- Relevant post-secondary degree or diploma (example: Public Relations, Fundraising, Entrepreneurship, Business).
- Minimum 3 to 5 years of experience as a fundraising volunteer or on the Board for a fundraising organization and/or combination of not for profit revenue generating experience.

Knowledge, Skills and Abilities:

- High degree of computer literacy and familiar with fundraising or contact management data base as well as financial and presentation software.
- Knowledge of fundraising principles, practices, techniques and CRA guidelines.
- Obtaining or maintaining CFRE designation.
- Valid driver's license and use of personal vehicle.

Located in fast-growing west Ottawa, Queensway Carleton Hospital has built its reputation as a leading acute care hospitals by seeing the person in each of the nearly 500,000 people who turn to it for care each year. QCH's agility and collaborative culture enable it to respond quickly to the most pressing healthcare challenges facing its vibrant and growing communities through advanced programs that reinvent models of patient care. QCH is proud to have been recognized as the #1 hospital in the Ottawa region by Newsweek Magazine, and #25 in Canada.

POSTING: FUND1- 06764

CLOSING: July 30, 2019 @ 15:00 hours

Thank you for your continued interest in the Queensway Carleton Hospital. We are committed to providing an environment which is respectful to all. If you have a disability which requires an accommodation during any stage of our recruitment process, please let us know how we can assist you.