



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

FOUNDATION
FONDATION

Development Officer University of Ottawa Heart Institute Foundation

University of Ottawa Heart Institute Foundation (UOHIF)

The University of Ottawa Heart Institute is one of Canada's most distinguished heart health centres providing unparalleled care to its patients, a world-renowned research Institute that brings science from bench to bedside, and the country's main influencer when it comes to preventing heart disease. Its promise remains the very pillar on which it was built: Always putting patients first.

The University of Ottawa Heart Institute Foundation is the bridge that connects the programs, facilities and people who save lives every day, with the individual and corporate philanthropists in our community.

Through the generous support of the community, the Foundation plays a vital role in ensuring that many of the most critical components of world-class care are available. Funds raised are used for much needed equipment, facilities, patient programs, research, and helping an exceptional team of health care professionals advance cardiovascular care and save lives every day.

The Position

Reporting to the Director of Philanthropy, the Development Officer plays an integral role in the fundraising team. The Development Officer's chief responsibilities are supporting development activities, administration of donations and participating in the development of donor recognition strategies and stewardship plans for major donors, partners, and stakeholders.

Qualifications

- Minimum of 3 year's fundraising experience in the not-for-profit sector necessary for this position
- Diploma or Degree in related field
- Excellent computer skills and Raiser's Edge proficiency
- Strong communication skills: speaks, presents, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Proven ability to organize, prioritize and work simultaneously on multiple projects and to consistently meet deadlines
- Bilingualism will be considered an asset

Duties and Responsibilities

- Maintain a general understanding of the mission, goals and priorities of the Heart Institute
- Assist the Director, Philanthropy in liaising with key stakeholders at the Heart Institute in furthering our stewardship plans with donors.
- Create and develop customized thank you letters for leadership gifts, major gifts, and mid level gifts on behalf of the leadership team, while collaborating with all programs to ensure key messages are reflected and content is updated regularly
- Take an active role in stewardship phone calls and ensure accurate reporting in Raiser's Edge to provide timely feedback
- Through donor stewardship activities, identify prospects for leadership gift capacity and bring forward to senior management as part of the major gift team's moves-management process
- Support communications team by bringing forward donor stories to include in direct mail, newsletters or television spots, profiling impact of the Heart Institute in the community
- Assist the organization by attending cultivation and stewardship events, representing the Foundation at business, civic and social functions, where applicable
- Ensure processing, receipt, acknowledgement and allocation of secured gifts

Please e-mail your CV with a cover letter to Mary Sue Evans (MEvans@ottawaheart.ca) by Monday, December 21, 2020.