

POSITION DESCRIPTION

Senior Development Officer, Major Gifts Royal Alexandra Hospital Foundation, Lois Hole Hospital for Women

REPORTING STRUCTURE & PRIMARY ROLE:

The Senior Development Officer, Major Gifts, reports directly to the Director of Philanthropy and is responsible for ensuring success in fund development. The Senior Development Officer will use best practices in donor engagement to secure philanthropic support for the Royal Alexandra Hospital Foundation, with a focus on the Lois Hole Hospital for Women.

The Senior Development Officer will work closely with members of the Royal Alexandra Hospital Foundation (RAHF) team, and its Board of Directors and senior volunteers. The goal of the Senior Development Officer will be to fulfill the Foundation's mission to improve the health of all Albertans through support for the Royal Alexandra Hospital and its centre of medical excellence in women's health, the Lois Hole Hospital for Women. The Lois Hole Hospital is a Canadian leader in women's healthcare and medical research, and it is also home for the Women and Children's Health Research Institute (WCHRI).

The Senior Development Officer's specific duties include:

- Managing a portfolio of major gift and legacy prospects, soliciting gifts in support of the priorities of the Lois Hole Hospital for Women and the Royal Alexandra Hospital Foundation, with a focus on gifts of \$25,000 and greater
- Personally implementing a program of one-on-one visits to identify, evaluate, and engage new potential major gift and legacy donors
- Collaborating with healthcare leaders and fund development colleagues to create cases for support
- Participating in the planning and execution of thoughtful stewardship plans
- Advocating for the Foundation, raising awareness, and supporting the RAHF and its mission
- Participating in public events and outreach initiatives as appropriate

ATTRIBUTES:

The Senior Development Officer will be a highly self-motivated, energetic, strategic-thinking fundraising professional with excellent interpersonal, speaking, and written communication skills.

You will possess strong project, relationship, and time management skills, complemented by sound judgment and the capacity to work effectively as part of a team and independently. You have the ability to thrive in a dynamic, multi-faceted environment where balancing multiple, competing priorities is the norm.

You understand how collaboration and community support build great hospitals – and you can articulate to donors why their support matters.

You possess strong analytical skills and emotional intelligence, and you work well with all members of the hospital and foundation teams. You are results driven and take great pride in your role. You demonstrate a respectful and collegial approach with others, and you foster and enjoy a workplace culture that is professional, collaborative, and celebrates the results of hard work and success.

ADMINISTRATION & TECHNOLOGY:

The Senior Development Officer will ensure timely and accurate collection and maintenance of all data regarding donors, gifts, and solicitations on Raiser's Edge, the donor database. This includes meeting reports, biographical information, strategy documents, cases for support, tracking and fulfillment of pledges, stewardship activities, and timely acknowledgement of gifts.

QUALIFICATIONS AND EXPERIENCE:

Education:

- University degree

Experience:

- Minimum of three years of proven experience in a major or legacy gift fundraising environment with a track record of securing gifts of \$25,000 or larger, preferably in healthcare; experience in sales, financial services, or business development will be considered
- Capital campaign experience is an asset
- Experience in strategy development and implementation around the giving cycle to secure major gifts
- Certified Funding Executive (CFRE) designation is preferred

Combination of Education and Experience will be considered

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent relationship-building skills; an ability to work productively with a variety of internal and external stakeholders to identify, promote, and achieve fundraising priorities
- A persuasive presenter who is comfortable speaking to groups
- Results driven, with the ability to work autonomously
- Interest in all areas of healthcare, with emphasis on women's health
- Ability to understand and articulate funding priorities
- Aptitude for matching the interests of potential donors with funding priorities
- Demonstrate creativity and diligence in identifying and cultivating new relationships with potential donors
- A big picture thinker with attention to detail, proven experience in successful project management, with the ability to meet deadlines in a dynamic environment
- Excellent interpersonal, speaking, and written communication skills
- Personal qualities of integrity, credibility, and dedication to the mission of the Royal Alexandra Hospital Foundation
- Knowledge of Microsoft office – Word, Excel and Power Point
- Knowledge of Windows, Microsoft Outlook, and Raiser's Edge

Additional Requirements: Security Clearance Check & valid Alberta Driver's License
All NEW employees are required to provide a successful satisfactory Canadian criminal record check and/or Vulnerable Sector Search prior to the start of their employment. The check must be specific to the role and must be dated no more than 90 days prior to the date on the written offer.

HOURS OF WORK:

7.75 hours per day Monday - Friday. 38.75 hours per week.

Occasional evenings and weekends.

COMPENSATION:

Salary is commensurate with experience. This is a full time permanent position that includes a competitive benefits package.

APPLYING:

Please include salary range expectations with your resume/cover letter.

Closing Date: **June 12, 2019**

Forward resume with cover letter to: ryoun@royalalex.org

-OR-

Senior Development Officer, Major Gifts

Hiring Manager

Royal Alexandra Hospital Foundation

10240 Kingsway NW

Edmonton, AB T5H 3V9

The Royal Alexandra Hospital Foundation thanks all applicants for their interest in employment with us; however, only those selected for interviews will be contacted.