

Job Description Calgary Health Trust (CHT)

WORKING TITLE:	Associate Director, Campaign
LOCATION:	South Centre Executive Tower
DEPARTMENT:	Development
SUPERVISOR:	Director, Development and Campaign
DATE:	November 2017
HOURS:	1.0 FTE Monday to Friday 8:00am to 4:15pm

POSITION SUMMARY

Calgary Health Trust's Newborns Need campaign has raised more than \$17 million to date and we are getting ready to publically launch the campaign. Reporting to the Director of Development and Campaigns, the Associate Director, Campaign will be responsible for supporting the campaign cabinet in their work on the Campaign. This position will implement fundraising strategies and cultivate relationships and gifts from individuals, foundations and corporations who are interested in giving to health care.

KEY RESPONSIBILITIES

- In conjunction with the Director of Development and Campaigns, identify, develop, engage and support high profile volunteer fundraising committee to support campaign, raise gifts and steward donors
- In conjunction with the Director of Development and Campaigns, facilitate creation of annual budget and operational plan for campaign
- Prepare regular reports on progress, budgets, and expenditures related to campaign
- Facilitate major gift fundraising
- Manage assigned donors
- Maintain constructive relationships with Alberta Health Services, site staff leaders and CHT
- Maintain donor records in Raisers Edge
- In conjunction with Stewardship, coordinate donor relations activities

FORMAL EDUCATION / EXPERIENCE

- Minimum 5 years fundraising experience
- Campaign experience an asset
- Demonstrated experience with development of cultivation strategies and managing a prospect portfolio
- A thorough understanding of prospect research, major gift pipeline reporting, donor stewardship and integrating them into the fund development process
- Experience working with team members to establish goals and provide mentorship
- Self motivated and able to work in an independent environment
- Charitable sector experience is preferred and post-secondary education is considered an asset
- Experience with The Raiser's Edge or related fundraising database system
- Acceptance of the mission and principles of the Donor Bill of Rights and Ethical Standards as outlined in professional fundraising practice (AFP)

- Knowledge of health philanthropy is an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Results oriented and able to work well independently
- Demonstrated exceptional organizational skills and thrives in a fast paced and dynamic environment while maintaining a stringent focus on achieving goals
- Has very strong technical skills including Word, Excel and database (preferably The Raiser's Edge)
- Able to articulate confidently and effectively with all levels of internal and external contacts
- Bring new ideas and creativity, along with best practices and innovative approaches for donor engagement and stewardship
- Proven ability to manage many different projects simultaneously
- Has a donor centered philosophy
- Works collaboratively as a team player with a "can do" attitude
- Proven ability to set priorities, complete work with minimal supervision and meet deadlines
- Is friendly, welcoming, poised and professional
- Has a keen attention to detail
- Strong focus on accountability

Interested candidates should forward their resume along with salary expectations in confidence no later than Sunday, October 15, 2017 to:

bobbi.jensen@calgaryhealthtrust.ca

Find out more at www.calgaryhealthtrust.ca