

Organization and Position Overview
Search for a Development Officer
CALGARY HEALTH TRUST

ORGANIZATION OVERVIEW

Established in 1996, the Calgary Health Trust (CHT) was formed to coordinate the efforts of the then many separate health care foundations attached to individual hospitals and healthcare centres.

As a Calgary-based charity, CHT has raised funds to transform health care in Alberta by funding state-of-the-art technology, innovative programs, research and education.

Through the incredible generosity of its donors, CHT has helped to raise more than \$427 million for health care. Funds raised benefit Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital, South Health Campus, many community health programs and 12 Carewest centres in the Calgary community.

Working closely with partners, CHT looks to identify areas where philanthropy will have the greatest impact on health care within the Calgary zone immediately and over the long-term.

CHT fundraising efforts focus on three healthcare priorities:

- developing world-class care;
- enhancing public and staff education about health care;
- improving quality of life by accelerating research into action.

Health care touches all of us and CHT is proud to make a difference to the people they care about in particularly in the areas of:

- acute care;
- prevention and harm reduction;
- chronic pain clinic and outpatient care;
- palliative care; and
- labour and delivery and neonatal care.

CHT employs 25 dedicated professionals who work closely with Alberta Health Services (AHS) and community partners to identify key priorities where philanthropic supporters will ensure excellence.

THE ROLE

Reporting to the Associate Director, Development, the Development Officer will provide site-presence at the newest hospital in our city, the South Health Campus (SHC) as well as support the Carewest and Community fundraising portfolios.

The Development Officer will support development activities and raise funds for priority needs within AHS with a focus on priorities at SHC, Carewest and within the Community portfolio by implementing fundraising strategies and cultivating relationships and gifts from individuals, foundations and corporations who are interested in giving to health care. The Development Officer also plays an important role in engaging AHS, Calgary Zone staff and physicians in development activities.

He/she will work with the CHT team (including other Development Officers) as well as external stakeholders in managing strategies and relationships while maintaining the site office to assist with the continued success of CHT as a leading health philanthropic organization.

REPORTING RELATIONSHIPS

Reports to: Associate Director, Development

Indirectly reports to: President and Chief Executive Officer
Fund Development Council

KEY RESPONSIBILITIES

- Ongoing presence at South Health Campus (SHC), Carewest and Community portfolio addressing questions and inquiries from donors and AHS staff
- Support the fundraising needs of CHT as it pertains to SHC, Carewest and within the community portfolio:] major gifts, staff and physician engagement, , general donations and grateful patient program
- Manage a prospect portfolio and secure major gifts from individual and corporate donors
- Develop cultivation strategies and negotiate gift arrangements for major gift donors
- Create and implement individualized donor/prospect cultivation and stewardship strategy.
- Promote a culture of philanthropy at the SHC and other sites by working with Fund development councils to deliver on CHT's fundraising goals.
- Maintaining the site office at South Health Campus
- Participate as an active member of the Development Team to raise funds for AHS, Calgary Zone priorities, site priorities and CHT campaigns
- Deliver exceptional customer service and support to key internal and external stakeholders
- Prepare and deliver presentations and/or provide discussion at quarterly Fund Development Council meetings

- Secure, grow and sustain meaningful and lasting donor relationships
- Build positive relationships with site staff, physicians, volunteers and donors
- Assist with campaign fundraising, including donor activities (e.g. tours and donor recognition events) as required
- Document all activities on The Raiser's Edge database or applicable forms in a timely manner
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- Minimum three years fundraising experience
- Charitable sector experience is preferred and post-secondary education is considered 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
- Past experience working/fundraising in a medical setting would be a definite asset.
- Demonstrated success working collaboratively and cooperatively with other departments within the organization and with other organizations and entities.
- Experience working with stakeholders (e.g. AHS, donors and community members)
- Experience with The Raiser's Edge is considered to be an asset
- 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.

ATTRIBUTES AND ABILITIES

- Results oriented and able to work well independently
- Highly organized, to effectively manage multiple priorities at one time
- A strong, insightful and straight forward communicator with excellent verbal and written communication skills
- 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 MS office (Word, Excel, Outlook) 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
- Valid Alberta driver’s license and can provide own vehicle as this position will travel to all our hospitals, Carewest facilities and many community programs..

FOR ADDITIONAL INFORMATION

- www.calgaryhealthtrust.ca
- To explore this opportunity further, please send your resume and cover letter in confidence no later than June 18, 2018 to:

Julie Thomson, Vice President Corporate Services
Julie.thomson@calgaryhealthtrust.ca
403-943-0630

The position will be filled as soon as a suitable candidate is identified.