

Organization and Position Overview

Search for a Fund Development Associate

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 CHT partners, the CHT looks to identify the areas where philanthropy will have the greatest impact on health care within Calgary 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 both the Associate Director, Development and the Director, Strategic Giving, the Fund Development Associate will provide site-presence at one of the busiest hospitals in our



city – Foothills Medical Centre (FMC) - and support the growth of CHT’s mid-level donor program. He/she will manage a portfolio of mid-level donors and maintain the site office to assist with the continued success of CHT as a leading health philanthropic organization.

REPORTING RELATIONSHIPS

Reports to: Associate Director, Development
Director, Strategic Giving

Indirectly reports to: President and CEO, Board/Board Committees/ and Fund
Development Council

KEY RESPONSIBILITIES

- Manage a portfolio of approximately 400- 600 mid-level donors in support of the priorities of CHT.
- Work with our fundraising team to identify Major Gift prospects, planned giving prospects and to support the pipeline development of each prospect.
- Liaise with a wide variety of prospective stakeholders at FMC including prospective and current donors, grateful patients, family member, AHS Staff and volunteers, and the community at large.
- Ongoing presence at Foothills Medical Centre (FMC), acting as a triage for questions and inquiries from donors and AHS staff, referring them to other departments within CHT, as appropriate. Support the fundraising needs of CHT as it pertains to FMC including: Tribute programs, staff and physician engagement, employee giving, general donations, and grateful patients.
- Administer the Grateful Patient Program (the “Program”) at FMC including:
 - Answering donor and site inquiries about donations and our programs.
 - Giving presentations or promoting to AHS staff, details about the Program.
 - Administration of gifts from initial receipt of funds through to coding of donations.
- Support development officers with fundraising activities at any site-based events (sponsorships and covering for absences).
- Support our Donor Relations team with both donor and site engagement/stewardship activities which may include hospital tours, cheque presentations etc., at any of the other hospital sites.
- Maintaining the site office at Foothills Medical Centre.
- Greet donors and administer donations at the site office.
- Make appreciative donor thank you calls.
- Ensure that brochures are appropriately stocked on site as well as in various units throughout the hospital.

- Field initial inquiries from community event organizers, to acquire appropriate information, and provide details to the CHT Communications department or appropriate special events team.
- Ensure appropriate coordination of donor activities.

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- Completion of Grade 12 is a minimum requirement. A diploma from a recognized business administration program or equivalent preferred.
- 2-3 years fundraising experience in a similar role. Past experience dealing with donors preferred.
- Past experience working/fundraising in a medical setting would be a definite asset.
- Experience in the charitable sector is considered an asset.
- Acceptance of the mission and principles of the Donor Bill of Rights and Ethical Standards as outlined in professional fundraising practice (Association of Fundraising Professionals).
- Intermediate knowledge of MS office (Word, Excel, PowerPoint, Outlook) and strong writing and typing skills.
- Experience with The Raiser's Edge would be considered an 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).

ATTRIBUTES AND ABILITIES

- Experience and competence in fundraising (with some exposure to major gifts) is preferred.
- Highly organized, to effectively manage multiple priorities at one time.
- Outgoing and independent self-starter.
- Ability to work independently with limited supervision.
- Comfortable in engaging with a large volume of donors via telephone as well as face to face meetings.
- A strong, insightful and straight forward communicator with excellent verbal and written communication skills.
- Enthusiastic, self-motivated and committed to excellence.
- Committed to getting the job done.
- Capable of working well with a variety of personalities and leadership styles.
- Confident, positive and can-do attitude, with a hands-on approach; willing to roll up his/her sleeves to get the job done.
- Hard-working, hands-on, flexible, results-oriented individual capable of working on multiple of projects simultaneously.
- Familiarity with Canada Revenue Agency Regulations.
- Valid Alberta Driver's Licence and ability to provide your own vehicle as this position will require travel to all our hospital sites.

FOR ADDITIONAL INFORMATION

- www.calgaryhealthtrust.ca
- To explore this opportunity further, please send your resume and cover letter in confidence no later than June 15, 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.