



Calgary
Health Trust

Organization and Position Overview
Search for a Development Assistant

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 26 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 Vice President, Development, the Development Assistant will be part of a dynamic fundraising team that raises funds to support healthcare in Calgary. The Development

Assistant will provide administrative support to the Vice President, Development, as well as occasional support of other executive level roles and the Director, Development & Campaigns.

As a member of the development team, the Development Assistant will provide coordination efforts to the development officers and also perform backup duties to the Executive Assistant to the CEO as needed. The assistant supports the overall goals of the Calgary Health Trust by ensuring the accurate and timely capture of relevant information on current donors and prospects that will help guide decision-making and generate gifts.

REPORTING RELATIONSHIPS

Reports to: Vice President, Development

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

KEY RESPONSIBILITIES

- Provide administrative support to the Vice President, Development,
- Organize and coordinate strategy for and secure meetings with high-level internal and external stakeholders (including physicians, Alberta Health Services leadership and employees, and Calgary Health Trust executives), and preparing/compiling briefing notes and presentations as needed
- Overall support and organization, including supporting fundraisers in tracking pipeline movement of donors, prospect tracking, strategy, task assignment, and maintenance of timelines
- Assist leaders with the implementation of fundraising plans, including coordination of activities related to the cultivation, solicitation and stewardship of prospects
- Schedule meetings and record minutes as needed for volunteer cabinets.
- Organize and monitor volunteer assignments and follow-up, and assist in all aspects of volunteer-led events
- Administration of fundraising volunteer toolkit with ongoing updates and revisions
- Work with stewardship staff to ensure consistent and timely recognition and ongoing stewardship for all Calgary Health Trust donors
- Maintain master campaign calendar cultivation, solicitation and stewardship events
- Maintain updated inventory of naming opportunities
- Maintain Raiser's Edge database with accurate prospect and donor records (all biographical information, donations, actions, moves, pledges, and pledge payments)
- Assist in coordinating special events, meetings, and receptions as needed
- Responsible for the gift agreement process, including drafting agreements, obtaining signatures, working closely with the Finance team to appropriately code gifts, and completing checklists
- Assist leaders in preparing and submitting reports as required by granting foundations and institutions

- Create data queries and pull reports as needed
- Other duties as assigned

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- Completion of 1 or 2 years post-secondary education in any discipline
- 3 years of previous experience in an administrative role, preferably in a fundraising setting
- Previous experience supporting executive level positions is an asset
- Experience and knowledge in fundraising, specifically capital campaigns, is an asset

ATTRIBUTES AND ABILITIES

- Excellent communication and problem solving skills
- Strong proficiency in Excel, Word, Outlook, and PowerPoint
- Proficient computer skills, experience using Raiser's Edge or similar software is an asset.
- Excellent planning and organizational skills; the ability to prioritize and manage multiple tasks is essential
- Demonstrated professionalism, with a strong understanding of confidentiality, diplomacy and good judgement within established guidelines.
- The ability to work under pressure and to meet multiple deadlines
- Strong interpersonal skills and the ability to develop strong working relationships
- Attention to detail and accuracy

WORKING CONDITIONS

- Primarily sedentary office work with long periods of time at a computer
- Some work at various sites around Calgary may be required (i.e. hospitals, events)
- Occasional early morning, evening, and weekend work may be required

FOR ADDITIONAL INFORMATION

- www.calgaryhealthtrust.ca
- To explore this opportunity further, please send your resume and cover letter, in confidence, no later than March 10, 2019 to:

Karen Longden
Manager, People Services
karen.longden@calgaryhealthtrust.ca

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