



**THE CHILDREN'S
HOSPITAL FOUNDATION
OF MANITOBA
IS HIRING A**

DEVELOPMENT OFFICER – Annual and Third Party Giving

ABOUT THE CHILDREN'S HOSPITAL FOUNDATION OF MANITOBA (CHFM):

The mission of the Children's Hospital Foundation of Manitoba (CHFM) is to improve the health of children everywhere, by inspiring our community to support excellence in child health care and child health research.

Through CHFM, funds raised support medical programs; the purchase of essential equipment; and the advancement of pediatric health at the Foundation owned and operated Children's Hospital Research Institute of Manitoba.

We have established a five-year strategic plan and are in process of executing for success. Our fundraising efforts will transform and advance child health care and research. Are you passionate about giving back to child health? Join us as we work towards an amazing goal to make anything possible.

THE OPPORTUNITY:

The Development Officer – Annual and Third Party Giving is responsible to develop an overall plan for annual giving, including but not limited to direct response program (annual and mid-level donors), monthly donors, honour/memorial donors, and online donors. The Development Officer is responsible for program management of volunteer initiated Third Party Events/Fundraising. This includes the “kids helping kids” program, Community Partnership Events and Gifts in Kind. Reporting directly to the Campaign Manager – Major Gifts and Planned Giving, the Development Officer will assist in forecasting the budget for annual giving activities and work to support the strategic and operational objectives of the development department.

GROWING TO MAKE A DIFFERENCE.

To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs – visit goodbear.ca

KEY RESPONSIBILITIES

ANNUAL GIVING

- Develops overall plan for annual and mid-level giving, ensuring it integrates with all other aspects of development and communications
- Manage direct mail program and interface with copy writer, designer and direct mail vendor
- Develops annual budget for annual and mid-level giving
- Manage the integration of electronic giving appeals into the annual campaign
- Manage mid-level giving program (gifts ranging from \$500-\$9999) including special appeals and personalized cultivation
- Manage core monthly giving program campaigns including solicitation, declines, reactivations, upgrades, stewardship and retention
- Collaborate with the Marketing & Communications Department, to develop necessary communications plan, including program materials (brochures, information booklet, letters, stickers, etc.) for the program
- Collaborate with the Data team to create parameters for appeal coding, donor segmentation and acquisition lists
- Identify and advise development team of donors who have moved beyond mid-level giving into major gift support

THIRD PARTY

- Plan, prepare budget, implement and evaluate the Third Party Programming for efficiency and effectiveness
- Identify prospects and strategies which will lead to achieving the immediate and long-term fundraising and relationship-building goals of the programs
- Provide support to third party organizers where appropriate, i.e. volunteers, ideas, materials, raffle applications, source prizes and direction

GIFT IN KIND

- Manage Gift in Kind Program by accepting and coordinating all gifts and deliveries
- Manage and maintain the wish lists for various Children's Hospital units through regular communication and needs assessment

REPORTING

- Insure proper and timely donor recognition and stewardship including welcome packages, follow up phone calls and thank you letters.
- Track stewardship activities in the Raisers Edge database
- Prepare weekly, monthly and annual reports for the Senior Leadership team

GENERAL DUTIES

- Provide additional support for department activities including special events, annual planning, and other related tasks as requested

QUALIFICATIONS

- Three to five years demonstrated experience in fundraising
- Strong computer skills and demonstrated ability in using a donor database. Experience working in Raiser's Edge is an asset
- Proven research and analytical ability with strong attention to detail skills
- The ability to work independently and as part of a team.
- The ability to problem-solve, innovate, be creative and a willingness to learn
- The ability to manage multiple projects at any given time, stay on schedule and meet deadlines with the ability to adjust to changing priorities
- Maintain confidentiality and handle sensitive information appropriately and with discretion.
- Have strong relationship building skills, diplomacy, tact and self-control
- Possess general knowledge/understanding of marketing fundamentals
- Proven success in building and maintaining positive relationships with peers, staff, volunteers, and donors
- Excellent communication skills both written and verbal with direct experience in presentations, grant and letter writing
- Related post-secondary degree or diploma
- Appreciation and understanding of AFP Code of Ethics, Policies and Procedures and the ability to adhere to CHFM policies
- Some evening and weekend work will be necessary

SALARY

The Children's Hospital Foundation of Manitoba offers a competitive salary and benefits package.

FOR FURTHER INFORMATION OR TO APPLY

If you thrive in a fast-paced environment, and are committed to delivering quality service, apply to **Posting #20194**.

Please include three business references with your resume.

Email your cover letter and resume to Angie Munch at amunch@hsc.mb.ca

Applications will be accepted until **4:30 p.m. Thursday, July 18, 2019**.

Thank you to all candidates interested in working with the Children's Hospital Foundation of Manitoba. Candidates selected for interviews will be contacted.