



WE ARE HIRING A DEVELOPMENT OFFICER

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

If you would like to be part of a dedicated team, we are currently looking for a Development Officer to work with our Annual Giving & Mid-level Giving Program, for a period of one-year. This position would then transition over to a Major Gifts Officer position. This is a full-time permanent role.

Under the general direction of the Vice President of Development, the Development Officer is responsible for the overall success of the annual and mid-level giving programs, support and further develops the planned giving program to increase revenue, and manage assigned CHFM files.

Key Responsibilities

- Direct and administer all aspects of annual giving, planned giving, and mid-level donor programs
- Prepare regular reports on program activities working in conjunction with Data Manager
- In conjunction with Marketing & Communications team, develop marketing materials for fundraising programs
- Maintain, review, and recommend procedures on annual giving, mid-level giving, planned giving, grant writing, and other fundraising initiatives
- Participate in CHFM events and projects that have a fundraising impact. Assist or coordinate with the Leadership team on projects
- Work with the Development Team to identify prospective donors for the major gift program
- Develop skills to support a role in Major Gift giving
- Research and prepare grant applications
- Identify, build and maintain excellent relationships with new, prospective and existing donors
- Maintain positive working relationships with staff and volunteers of the Foundation
- Some evening and weekend work may be necessary

Qualifications

- Five years demonstrated experience in fundraising with experience in annual giving programs
- Demonstrated success in cultivating donors and prospects; soliciting gifts

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 #20211.

Email your cover letter and resume to Angie Munch at amunch@hsc.mb.ca. Applications will be accepted until 4:30 p.m. Friday, January 15, 2021.

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