



We are hiring an Annual Giving Donor Relations Coordinator

Let's make anything possible!

The Children's Hospital Foundation of Manitoba (CHFM) 's mission is to improve children's health everywhere, by inspiring our community to support excellence in child health care and research. CHFM has just completed the largest donor-driven health campaign in our organization's history and Manitoba's healthcare sector.

Help ensure sick kids get the care they need in places of comfort and healing, like an expanded emergency department, state-of-the-art equipment, and world-class pediatric research. To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs – visit goodbear.ca.

The Opportunity: Reporting to the Manager of Philanthropy, the Annual Giving Donor Relations Coordinator is responsible for assisting in the development and execution of the plan for annual giving and planned giving programs.

Key Responsibilities:

- Execute the existing Annual Giving fundraising campaign, ensuring alignment with fund development strategies.
- Administer the annual and mid-level giving plan, ensuring it integrates with all other fundraising initiatives.
- Contribute to fund development strategy and annual fundraising goals.
- Coordinate the direct mail program and work with the copywriter, designer, and direct mail vendor.
- Collaborate with the Marketing & Communication team on the integration of electronic giving appeals for the annual campaign.
- Assist in the development of budgets for annual and mid-level giving programs.
- Administer the mid-level giving program including special appeals and personalized outreach.
- Coordinate the monthly giving program, overseeing solicitation, reactivation, and stewardship.
- Provide support and input to the Planned Giving program, updating donor records in the database.
- Collaborate with the Marketing & Communications team to develop necessary communications for all giving programs (annual, mid-level, monthly, and planned).
- Collaborate with the Data department to create parameters for donor segmentation.
- Track stewardship activity in the Raisers Edge database, ensuring timely and accurate donor recognition and stewardship.
- Contribute to moves management strategy by advising the development team of donors who progress beyond mid-level giving.
- Build and nurture meaningful relationships with donors, sponsors, and community stakeholders.
- Prepare reports as required including donor impact assessments.

Qualifications:

- One to three years of demonstrated experience in a similar role or related experience with a non-profit organization.
- Related post-secondary degree or diploma.
- Proven research and analytical ability with strong attention to detail.
- Strong computer skills and demonstrated proficiency in using a donor database to identify and cultivate donors and make program adjustments as required. Experience working Raiser's Edge is an asset.
- The ability to work independently and as part of a team.
- Proven success in building and maintaining positive relations with peers, staff, volunteers, and donors.
- The ability to build relationships using diplomacy, tact, and self-control.
- Proven analytical ability with strong attention to detail.
- The ability to manage multiple projects, prioritize tasks and adapt to shifting deadlines in a high-pressure environment.
- The ability to effectively prioritize and execute tasks in a high-pressure environment.
- Excellent interpersonal and communication skills, both written and verbal, with direct experience in presentations, and letter writing.
- Demonstrated ability to maintain confidentiality and handle sensitive information appropriately and with discretion.
- The ability to problem-solve, innovate, be creative, and a willingness to learn.
- Appreciation and understanding of the 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. The pay range is \$42,000 to \$48,000 based on experience.

Apply: Email your cover letter and resume with three references to Angie Munch at amunch@goodbear.ca Refer to posting 20247 Applications will be accepted until **4:30 p.m. Wednesday, November 20, 2024.**

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