



## **Job Description: Development Officer – Corporate Partnership/Intermediate Giving**

**Reinventing Patient Care.** Humber River Hospital stands apart. As North America’s most digital hospital, our state-of-the-art facility is enabling our physicians and staff to deliver healthcare in new and innovative ways and is a model of efficiency for hospitals around the world. Everything we do is designed to enhance not only outcomes but also the experiences of our patients and their families.

Humber River Hospital Foundation raises funds to invest in the programs, technologies, and equipment that make our Hospital’s superior patient care a reality. Since the day we opened our new facility we’ve proudly stayed ahead of a changing world, always innovating to continue reinventing patient care well into the future. This spirit of innovation is powered by the Foundation’s donors and volunteers, who share our vision for better healthcare and who recognize that investment is always needed for the next innovation as much as the last one.

Please refer to the Foundation [www.hrhfoundation.ca](http://www.hrhfoundation.ca) and the Humber River Hospital website [www.hrh.ca](http://www.hrh.ca) for additional information.

### **Position Summary:**

The Development Officer is an integral member of the Development Team, building philanthropic relationships and managing a portfolio of donors and prospects, and providing professional volunteer management for fundraising volunteers. The Development Officer – Corporate Partnership/Intermediate Giving is primarily responsible for generating fundraising revenue, identifying potential sources of corporate sponsorship and driving the acquisition of Mid-Level Gifts in the \$1,000 - \$9,999 range.

**Reports to:** Associate Director, Development

**Direct Reports:** None

**Key Responsibilities: Fundraising**

- Manage a portfolio of mid-level donors and participants of special events
- Steward special event attendees to qualify for potential upgrade to Major Gifts
- Provide professional volunteer management for fundraising volunteers, including preparation and review of research & briefing notes to support volunteer fundraising activity
- Assist the Associate Director of Development in identifying and securing corporate sponsorships
- Manage and steward corporate sponsors and donors
- Provide fundraising support to special event Committee Members to assist their fundraising efforts
- Attend special event committee meetings and work with members to identify new potential prospects
- Accountable to achieve revenue targets through special event table and ticket sales

### **Key Responsibilities: Planning & Reporting**

- Participate in monthly reviews with direct report to review fundraising achievements, monitor fundraising productivity and identify issues that require additional support to advance fundraising success and/or areas where course correction is required.
- Participate in regular prospect/pipeline management and strategy meetings and develop prospect lists for sponsorship in collaboration with Major Giving staff
- Prepare Call Reports in a timely fashion (48 hours) to collect all intelligence, outcomes and actions required.
- Update Raiser's Edge in a timely fashion to reflect all fundraising activity including Call Report outcomes, actions, notes, intelligence, and relationships connections and create new Raiser's Edge proposals as required.
- Monitor and proactively follow up on R/E Open Actions Report items.
- Manage pipeline and forecast, updating proposal details whenever new intelligence is obtained.

### **Key Responsibilities: Professional Development**

- Identify professional development requirements and participate in external professional development opportunities

### **Other**

- Participate in Development Team strategy, prospect clearance and pipeline management meetings.
- Participate in Foundation events for cultivation, stewardship and fundraising purposes including weeknight and weekend events.

### **Skills/Knowledge:**

- Bachelor's degree or equivalent combination of related education and business experience.
- CFRE preferred, or demonstration of commitment to obtain CFRE designation.
- Demonstrated tact, diplomacy and creativity and problem solving capabilities.
- Ability to use sound judgment and maintain discretion and confidentiality at all times.
- Strong interpersonal, organizational and analytical skills.
- Excellent administrative skills including solid working experience using relevant technology such as Microsoft Word, Excel, PowerPoint, Outlook, Raiser's Edge.
- Ability to manage multiple priorities from different sources enhanced by problem solving capabilities.
- Strong customer service oriented approach complemented by excellent organizational and time management abilities.
- A valid driver's license and access to a vehicle is required.

### **Related Experience:**

- A minimum of three years fundraising experience, preferably in a hospital or healthcare environment.
- Demonstrated success in mid-level fundraising including managing and forging relationships with volunteers and donors.
- Demonstrated experience with corporate clients and sponsor relationships
- Demonstrated experience with Raiser's Edge database for updating/accessing information.

Please send your cover letter and resume to [lwhitman@hrh.ca](mailto:lwhitman@hrh.ca) . Indicate "Development Officer, Corporate Partnership/Intermediate Giving" in the subject line. We thank all candidates that apply but only qualified candidates will be contacted for an interview.

Humber River Hospital Foundation is an equal opportunity employer and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.