



REGIONAL HOSPITAL FOUNDATION

JOB DESCRIPTION

JOB TITLE: Annual Giving Officer

DEPARTMENT: Cape Breton Regional Hospital Foundation

REPORTS TO: CEO

Reporting directly to the CEO of the Cape Breton Regional Hospital Foundation, the **Annual Giving Officer** is responsible for the successful execution of the Foundation's annual third party program, annual giving sponsorships and an external payroll deduction program.

The **Annual Giving Officer** will be responsible for advancing the mission of the Foundation by strengthening Healthcare in Cape Breton by fostering strong relationships with donors and sponsors, and will generate philanthropic support from individuals, corporations and foundations by managing a portfolio of donors and prospects.

RESPONSIBILITIES:

Fundraising

- Manage a portfolio of annual giving relationships primarily focused on third party donors, sponsors and internal/external payroll deduction.
- Identify and lead an external payroll deduction program to include an active recruitment strategy.
- Oversee annual giving events and programs, when appropriate.
- Assist with the execution of fundraising strategies for the Foundation's core events such as RadioDay.
- Utilize fundraising strategies to retain and upgrade existing annual donors and acquire new donors.
- Develop goals for account activity and provide monthly reports.
- Provide presentations to community based groups and organizations for the purpose of information sharing and recruitment.
- Contribute in a collaborative and productive manner to Foundation-wide fundraising programs and initiatives to include a capital campaign.

- Work closely with Foundation colleagues to share knowledge, resources and optimize opportunities for donors.
- Work within customized stewardship plan to effectively steward new and existing donors.
- Ensure the timely and accurate maintenance of all gift, solicitation and donor information in Raiser's Edge database including tracking and fulfillment of pledges, donor recognition activities, receipting and timely acknowledgement.
- Be able to take on all other duties as assigned.

Volunteer Management

- Recruit, lead and work with Foundation event volunteers.
- Create a Volunteer Ambassador program.

REQUIREMENTS & SKILLS:

- Demonstrated ability to work in an empowered, team-focused environment.
- Understanding of fundraising/development practices and principles.
- Demonstrated written and verbal communication skills.
- Ability to work independently but collaboratively.
- Ability to multi-task and work within a complex environment.
- A proven track record of success in relationship building, account management and solicitation.
- Ability to work with external stakeholders and capacity to deal effectively with a wide range of relationships and situations
- Creative problem solving skills.
- Community awareness and interest, particularly concerning the charitable sector.
- Local travel required.
- Valid Drivers' License and reliable vehicle.

Please send cover letters and resumes to foundation.cb@ns.health.ca by Wednesday, January 27, 4pm.