



Job Title: Development Officer, Major Gifts

Reports to: Director of Development

Work with Us! In addition to help creating a brighter future in health care for Burnaby, Burnaby Hospital Foundation offers employees 4 weeks of vacation to start (that's 20 days), option to work a compressed schedule and take an extra day off every other week (with pay), 100% employer-paid benefits package, a Municipal Pension Plan (MPP), and various professional development opportunities and offerings.

About the Role: Reporting to the Director of Development the position is part of the Fund Development team responsible for an integrated fundraising model. This role is specifically responsible for the development and implementation of an annual gifts program, with an emphasis on special events, corporate sponsorship, individual giving, major giving, and works with internal and external stakeholders.

Key Areas of Involvement:

- In collaboration with the Director of Development, develops and implements comprehensive strategies with regards to the annual campaign and corporate sponsorship opportunities.
- Collaborates with the development team in the identification, cultivation, solicitation, and stewardship of donors.
- Builds collaborative partnerships with internal and external constituencies; participates in relevant committees and work groups.
- Coordinates all campaign Cabinet meetings and internal campaign-related meetings, prepares agenda, and tracks action items.
- Manages campaign collateral inventory including updating printing, assembling, and distributing to campaign volunteers.
- Assists in the development of campaign communication pieces.
- Develops detailed time-lines and coordinates activities related to a variety of fundraising projects and programs including special events and 3rd party events.
- Provides support on special projects and development team initiatives including exploration of emerging giving platforms and channels (e.g. mobile and text giving).
- Writes proposals for individual or corporate support as required as it pertains to sponsorship and granting opportunities.

- Puts together and presents presentations for individuals, groups, service clubs and other key stakeholders.
- Supports donor cultivation, stewardship, and recognition activities as required.
- Represents Burnaby Hospital Foundation at appropriate networking activities.
- Ensures all assigned donor records are up to date and accurate, adding Actions, Donor History and Profiles, and other relevant information in Raiser's Edge.
- Performs other related duties as assigned.
- Contributes to the Foundation's culture by understanding and supporting our mission and vision and actively demonstrating our Values.

Qualifications

- Education: Post-secondary degree in a relevant discipline, including Business, Fundraising, and/or combination of education, experience and training acceptable to the Foundation.
- Minimum of 3-5 years of experience of fundraising in a charitable organization, demonstrating a track record in identifying and cultivating relationships.
- Basic understanding of the complexities of gifts, their nuances and resolutions.
- Experience in working with a prospect pipeline for specific fundraising cases that align the organization's priorities with donors' interests.
- Excellent knowledge of all Microsoft Office applications.
- Experience with Raiser's Edge.
- Previous experience in health care philanthropy is an asset.
- Valid driver's licence and access to a personal vehicle is a requirement.

Competencies

- Proven track record of success and demonstrated knowledge of relationship-based fundraising.
- An understanding of donor needs, especially the importance of personalized communication, respectful solicitation, timely acknowledgement and effective stewardship.
- Related knowledge or exposure to annual giving programs is also desirable.
- Ability to take the initiative and connect with donors on a regular basis.
- Ability to work in a fast paced environment, along with the ability to manage many accounts and respond to competing demands simultaneously.
- Excellent written communication skills.
- Ethical behaviour, ensures that own behaviour and that of others is consistent with the mission and values of Burnaby Hospital Foundation and the needs of our donors.
- Highly effective interpersonal skills and a collaborative team player.
- Self-starter who takes initiative.
- Negotiating skills.

At Burnaby Hospital Foundation we promote equality and challenge discrimination. We recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, nationalities, gender identities, sexual orientations, religions and beliefs.