



Location: Burnaby, BC

Vacancy Type: Permanent

Job Title: Senior Officer, Annual Giving

Reports to: Vice President, Development

The Opportunity

Are you an ambitious fundraiser looking to make your mark in our community? Are you a leader in annual fundraising and passionate about raising funds to support outstanding healthcare in Burnaby?

If so, we'd love to hear from you.

We're recruiting a Senior Officer, Annual Giving to work closely with our development team to manage the development and implementation of an annual giving program which includes growing our donor base and has an emphasis on upgrading the mid-level donor pool as well as engaging with senior volunteers to support annual events. We value teamwork, fun, communication, and commitment.

Perks of Working with Us! BHF 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 You

You'll be a strategic thinker able to help support and develop strategy and ensure its effective implementation. You'll also have the ability to use data and insight to inform recommendations for portfolio growth and activities. You are team player, with a can-do attitude who is innovative and not afraid to think outside of the box.

To succeed in this role, you'll need excellent interpersonal and communication skills and the ability to form productive relationships with the development team, donor pool, and key external stakeholders and senior volunteers. Fundraising experience is desirable.

If you feel that you have the skill and experience that we are looking for, and you share our passion for raising funds to support outstanding healthcare in Burnaby, we would be excited to hear from you.

Roles + Responsibilities:

- Assumes primary responsibility of overall fundraising success of annual and mid-level giving portfolio in order to renew and upgrade donors and cultivate new prospects by providing ongoing development, review, analysis, and reporting.
- In collaboration with the Vice President, Development, develops and implements comprehensive strategies with regards to the annual campaign, mid-level giving and corporate partnership opportunities.
- Collaborates with the development team in the identification, cultivation, solicitation, and stewardship of donors up to the \$25,000 level.
- Responsible for the management, growth and stewardship of monthly giving program.
- Manages and supports direct mail initiatives and program.
- Provides strategic direction and execution for the tribute giving program and revenue stream.
- Helps to identify annual giving donors as prospects for major and legacy giving.
- Builds collaborative partnerships and fosters engagement with internal and external constituencies; participates in relevant committees and working groups.
- Writes tailored and personalized proposals for individual or corporate support with a donor-centered approach.
- Puts together and delivers presentations for individuals, groups, service clubs and other key stakeholders as required.
- 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.

What does Success Look Like

To be successful in this role, you'll need to have the combination of the following...

- 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, and/or business development demonstrating a track record in identifying and cultivating relationships.
- Basic understanding 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.
- Proven ability to work successfully with senior volunteers.
- Demonstrated ability to engage a wide variety of stakeholders.
- Excellent knowledge of all Microsoft Office applications.
- Experience with Raiser's Edge.
- Previous experience in health care philanthropy is an asset.

Competencies

- Proven track record of success and demonstrated knowledge of relationship-based fundraising and success in building relationships with donors and volunteers.
- 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.

- Possession of a CFRE Designation or involvement with Association of Fundraising Professionals (AFP) or a similar professional organization is considered an asset.
- 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.