

Job Description



DEVELOPMENT OFFICER, MAJOR AND PLANNED GIFTS (Maternity Leave Contract) Hamilton Health Sciences Foundation

Background

Hamilton Health Sciences Foundation is a registered charitable organization that exists to support patient care, research and education across the Hamilton Health Sciences family of hospitals and cancer centre (Chedoke, Hamilton General, Juravinski Hospital and Cancer Centre (JHCC), McMaster Children's Hospital, McMaster University Medical Centre and St. Peter's Hospital).

Hamilton Health Sciences Foundation (HHSF) is a charitable organization raising funds to support the health care programs and services of the Hamilton Health Sciences (HHS).

HHSF is committed to the Donor Bill of Rights and to being a donor-centered organization. All members of the HHS Foundation Staff Team support development activities by ensuring the maintenance of accurate records of information on the Raiser's Edge database. HHSF is committed to protecting the privacy of our donors and prospects.

Position Summary

Reporting to the Vice-President, Development (JHCC) and Integrated Planned Giving (HHSF), the Development Officer is responsible for working with the foundation's staff team to grow a development program in leadership, major and planned gifts that will significantly increase annual and future support for the family of hospitals and cancer centre.

The Development Officer works closely with other development staff to ensure the annual business and fundraising plan is executed successfully.

The most important aspect of the job is to develop new relationships and foster ongoing relationships, with individuals identified as significant or potentially significant donors.

Specific responsibilities include, but may not be limited to:

1. Manage a portfolio of 50-75 donors and prospects.
2. Meet individually with prospective donors, provide opportunities for giving including major and estate planning and bequests and solicit both outright and deferred gifts.
3. Support a Marketing Plan to promote Legacy Giving as presented to all prospects and donors, and/or their advisors by utilizing available medium such as newsletters, letters, brochures, presentations, as well as telephone calls and personal visits.
4. Provide support to a Legacy Advisory Committee and ensure that all members are actively engaged in the Foundation's development.
5. Ensure that all gifts are received in accordance with Foundation policy and procedures.
6. Assist in coordinating events and functions related to leadership and legacy giving in a professional fashion.

7. Maintain and provide timely and accurate reports on prospect activity, bequest expectancies and receipted gifts to the Vice-President as required.
8. Assist the Vice-President with special projects and assignments.

Relationships

Accountability:

Direct: Vice-President, Development (JHCC) and Integrated Planned Giving (HHSF)

Indirect: Vice-President, Development, McMaster Children's Hospital (MCH), Vice-President, Development, St. Peter's Hospital, Hamilton General Hospital

Functional Relationships:

- Senior Development Officers (JHCC/SPH)
- Senior Legacy Giving Officer, (CVS/JHCC)
- Development Coordinator/Officer, (MCH, SPH)
- Members, JHCC, MCH and SPH Fundraising Councils
- HHSF Finance Team
- Staff and Physicians at Juravinski Hospital and Cancer Centre, McMaster Children's Hospital and St. Peter's Hospital

Candidate Qualifications

- Demonstrated track record of achievement, most particularly related to major and planned giving
- 5+ years relevant, progressive experience in fundraising, including major gifts
- University degree (or equivalent), formal Major and Planned Giving training is an asset
- Working towards Certified Fund Raising Executive (CFRE), designation is an asset
- Actively involved with Association of Fundraising Professionals (AFP) and Canadian Association of Gift Planners (CAGP), engagement in both organizations are assets
- Excellent writing and computer skills
- Strong interpersonal and collaborative skills
- Ability to work in the Raiser's Edge database
- Strong organizational capabilities, ability to multi-task, the highest standards of responsibility; follows up to ensure satisfaction of commitments

Please submit your resume and letter of interest to:

jobs@hamiltonhealth.ca

We regret that only those candidates who are chosen to move to the next level will be contacted personally. We thank all applicants in advance for their interest in Hamilton Health Sciences Foundation.