



Job Posting Development Officer

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the support of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces for 22 Covenant hospitals and continuing care sites across Alberta.

Covenant Foundation is seeking an experienced professional to join the team and make an impact with opportunities for personal and professional growth. For the ideal candidate, this position can be located in Edmonton, Calgary, Banff, Lethbridge or Medicine Hat.

As a key member of the Development Team, the **Development Officer** is responsible for developing and managing a complex portfolio of major gifts (\$10,000+) and corporate donors, community partners, and grant programs to enhance, grow and diversify fundraising revenue for Covenant Foundation-supported facilities.

As our Development Officer, your day-to-day responsibilities will include:

- Conducting prospect research, identifying major giving individuals and corporate donors, as well as planned giving donors for all foundation sites in northern Alberta.
- Diligently using Raiser's Edge NXT to track all prospect and donor interactions.
- Developing, delivering and evaluating major giving programs, while implementing strategies to recruit new donors, re-engage lapsed donors, increase annual support of existing donors, and increase overall giving to meet and exceed annual revenue goals.
- Maintaining an active pipeline of major gift donors, moving prospects from identification, through cultivation, solicitation and stewardship.
- Conducting ongoing stewardship activities and managing relationships with existing donors.
- Providing accurate and timely activity reports and revenue forecasts.
- Developing proposals, briefing notes, presentations, progress reports and other documents/materials in support of the identification, cultivation, solicitation and stewardship of donors and prospects.
- Staying informed about major giving, corporate giving and planned giving, including tax implementation trends in philanthropy.
- Taking part in personal and professional development activities, such as researching best practices and applying them to your work.

The right candidate will demonstrate on their resume:

- University degree, diploma, or equivalent work experience within the fundraising profession
- 3 – 5+ years of professional experience in the not-for-profit field, with a history of success in meeting and exceeding fundraising goals
- Proven experience in creating and delivering major and planned giving programs with measurable results
- If the successful candidate is located in Edmonton, this role will require occasional travel within the southern Alberta region; therefore, a valid driver's license and access to a vehicle are required.
- Excellent oral and written communication with strong presentation skills



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- Experience working with fundraising databases is required; Raiser's Edge NXT preferred.
- CFRE designation is an asset
- Ability to work flexible hours, as evening and weekend work may be required

During the interview, we will be looking for behaviours that demonstrate:

- A passion for our mission of improving healthcare outcomes for Albertans
- Ability to articulate and translate the importance of the Covenant Foundation
- Ability to work independently and be self-motivated in initiating contacts with potential donors
- Self-directed, with excellent organizational, problem-solving and time-management skills
- Understanding of, and dedication to, fundraising measurement, metrics and evaluation

Why Covenant Foundation?

- We believe in supporting our employees holistically by providing a:
 - Competitive pay: \$60,668 - \$82,443 based on a 35-hour workweek
 - Comprehensive benefit package
 - Pension plan
 - Flex spending account
 - Hybrid remote/in-office work environment

To Apply

Please email your cover letter and resume in one document to Crystal Clayton, Office & Data Administrator, at crystal.clayton@covenanthealth.ca. While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their resume.

Commitment to Diversity, Equity, and Inclusion

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to us at crystal.clayton@covenanthealth.ca.