



Job Posting

Development Officer—Mid-Level Giving

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 21 Covenant hospitals and continuing care sites across Alberta.

Covenant Foundation is seeking a Development Officer to join its growing fundraising team.

Reporting to the Director of Development, the Development Officer is responsible for managing a portfolio of mid-level donors, as well as developing and implementing programs to grow and diversify fundraising revenue for Covenant Foundation-supported facilities.

As a key member of the Development team, the Development Officer contributes to meeting fundraising goals by identifying, profiling and prospecting donors ranging from \$1,000 - \$25,000, developing strategies for cultivating relationships and soliciting gifts; writing proposals, conducting a high volume of phone and face-to-face meetings with prospects; closing a substantial number of solicitations, and effectively stewarding donors. This front-line fundraising position is responsible to move donors through the donor cycle.

As our Development Officer—Mid-Level Giving, your primary responsibilities will include:

- Growing the mid-level giving donor base by increasing the number of donors giving within the \$1,000 - \$25,000 range.
- Developing and executing strategies and tactics to identify, qualify, cultivate, and solicit mid-level gifts.
- Actively managing a portfolio of 150-200 donor/prospects with a focus on building meaningful relationships and increasing donation revenue.
- Soliciting and securing donations up to \$25,000.
- Implementing and activating on strategies to recruit new donors, re-engage with lapsed donors and increase annual support of existing donors.
- Monitoring and engaging in the moves management of donors/prospects focusing on exceeding defined key performance metrics.
- Working with stewardship to ensure appropriate recognition and stewardship of assigned donors.
- Conducting prospect research, identifying mid-level prospects.
- Diligently using Raiser's Edge to track all prospect and donor interactions.
- 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.
- Developing and maintaining a good working knowledge of all fundraising priorities.
- In consultation with the CEO and legal counsel, preparing gift agreements.
- Networking with the community on a regular basis by attending related off-site events.
- Completing other duties as needed.

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The right candidate will demonstrate on their résumé:

- University Degree, diploma or equivalent work experience within the fundraising profession.
- A minimum of two (2) years of direct fundraising/sales experience.
- Exceptional interpersonal skills.
- Experience with communication to all levels of stakeholders and donors.
- Excellent oral and written communication with demonstrated strong presentation skills.
- Experience working with fundraising databases required; Raiser's Edge preferred.
- CFRE designation and direct experience in healthcare fundraising are considered assets.
- Excellent project management and relationship-building skills.
- High level of problem-solving and organizational skills and ability to deal with multiple deadlines and demands.
- Ability to work occasional evening and weekend hours as required.
- Valid driver's licence required.

Why Covenant Foundation?

We believe in supporting our employees holistically by providing:

- Competitive pay: \$60,000 – \$80,000 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Hybrid work environment (1-2 days per week in office, or more if that's your preference)

To Apply

Please email your cover letter and résumé in one document to crystal.clayton@covenanthealth.ca. Please include in your email subject line: **DEVELOPMENT OFFICER**.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

Commitment to Diversity, Equity, Inclusion and Accessibility

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 crystal.clayton@covenanthealth.ca.