



Job Posting Annual Giving & Donor Relations Coordinator

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 invest in transforming health care and to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. The funds we raise support compassionate programs and services, leading-edge research and training, and state-of-the-art equipment to help healthcare teams, patients, residents and their families at 21 Covenant hospitals, long-term care and palliative care facilities across Alberta.

Covenant Foundation is seeking an experienced professional to join the team and make an impact with opportunities for personal and professional growth.

Reporting to the Director of Annual Giving and Stewardship, the **Annual Giving & Donor Relations Coordinator** is responsible for leading and assisting in the execution of the annual giving and stewardship programs. This role will require an individual who has strong relationship building skills, experience in donor acquisition, and have the ability to engage with donors in various settings.

Program and Departmental Support

- Aid in the execution of short and long-term strategies to increase the number and amount of annual gifts.
- Collaborate with the Senior Leadership Team, on the execution of all aspects of annual giving programs
- Collaborate with Director, Annual Giving and Stewardship and Stewardship Lead on the execution of stewardship activities
- Event support including working with volunteers, sponsors and vendors for events like Harvest Moon Ball
- Assist in the creative direction of all direct mail campaigns including working with vendors for copywriting, design, data development and distribution
- Assist in the implementation of campaigns using various platforms: online, mail, tele-marketing, etc.
- Actively recruit new monthly donors using a variety of strategies such as cultivation events, personal solicitations, special projects, telemarketing, email, mail and social media programs to secure Annual Fund support
- Manage a portfolio of prospects and meet acquisition targets; taking part in face-to-face visits for donors who are giving below the \$10,000 a year
- Manage third party requests and acts as a resource for third party events providing information, promotional material, and support.
- Works in collaboration with the Stewardship Lead to ensure donors are appropriately recognized and informed.
- Run departmental KPI reports via Raiser's Edge NXT
- Ensure and maintain Raiser's Edge data accuracy and integrity

Other

- Must be open to a flexible schedule as from time to time will be required to attend and support foundation and third party events outside of work hours.
- Other duties as needed



Job Posting Annual Giving & Donor Relations Coordinator

Qualifications

- Post-secondary degree or diploma preferred, or 2-4 years related work experience in fundraising, sales, events, marketing or account management
- Experience working in sales or in donor solicitation
- High level of understanding and experience with computer programs such as Microsoft Office and Outlook
- Familiarity with CRM databases; experience in Raiser's Edges considered an asset
- Evidence of superior relationship-building skills and interpersonal skills to engage stakeholders both internally and externally
- Excellent communication and public presentation skills with ability to present to both small and large groups
- Proven ethical practice using a high level of integrity and good judgment
- Attention to detail, strong organizational skills, and demonstrated ability to manage a variety of complex projects concurrently to a high standard of excellence
- Ability to work independently and in a team environment, and use independent judgement to troubleshoot issues
- A strong work ethic, combining energy, enthusiasm, initiative to exceed expectations

Why Covenant Foundation?

- We believe in supporting our employees holistically by providing a:
 - Comprehensive benefit package
 - Pension plan
 - Flex spending account
 - Flexible work environment (currently remote; will shift to a hybrid remote/in-office model when safe to do so)
 - Culture code: Respect, Innovation, Teamwork, Engagement

To Apply

Please email your cover letter and resume in one document to Karina Dixon, Director of Annual Giving & Stewardship, at karina.dixon@covenanthealth.ca. While we thank all candidates who apply, we will be reaching 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 dreena.beatson@covenanthealth.ca.